

**BLEAKHOLT ANIMAL SANCTUARY
ANIMAL CARE ASSISTANT, P/T, DOG SECTION
JOB DESCRIPTION**

Job Title:	Animal Care Assistant, Dog Section
Reporting to:	Dog Rehoming & Welfare Supervisors
Responsible for:	Welfare / care of dogs
Revised:	May 2024
Salary:	<p>National Minimum Wage/NLW according to age</p> <p>Hours: 21 hours per week, 3 days at 7 hours per day on a rota which can include weekends</p> <p>These hours will need to be flexible, Overtime may apply</p> <p>Probationary period of at least 3 months</p> <p>NEST Pension Scheme subject to eligibility</p>

Main aims of the role

- To be part of the Bleakholt team that protects the welfare of animals in the Sanctuary, ensuring high levels of welfare are provided at all times
- Carry out animal care duties – feeding, watering, cleaning of enclosures and bedding, exercise, grooming, training and rehabilitation
- Assist the vet, behaviourist and other specialists from time to time
- Provide high levels of customer service
- To undertake ancillary roles such as cleaning, laundry, response to adverse weather conditions, minor maintenance tasks etc.
- To be part of the rehoming process ensuring dogs are matched to suitable homes and all known information is provided to the adopter

Duties and responsibilities

Welfare and care of animals

- Check all animals assigned to role daily and identify, record and report any welfare concerns (e.g. illness, behavioural issues etc.) to Supervisors
- Carry out cleaning of enclosures, feeding, provision of water and change bedding daily
- Ensure each dog assigned to the section has had a minimum of one walk and time in the exercise area per day
- Adhere to any measures/ barriers to control infections, quarantine procedures etc.
- Assist vet and other specialists as required
- Administer medications to animals as directed
- Give care to and deal with animals with underlying health problems, behavioural issues etc.
- Work with behaviourist and deliver training to dogs on behaviour plans/ kennel club scheme

Communication with team members, volunteers and visiting public

- Communicate clearly to Supervisors about welfare issues, task completion etc.
- Ensure that medical and other records of animals are accurate and up to date including Anilog (our customised software)
- Respond professionally to enquiries from visiting public about the animals and Bleakholt in general including over the phone and on social media
- Participate in fundraising events such as the Open Days
- Follow volunteer colour code system at all times
- Adhere to Bleakholt's rehoming process making sure suitable dogs are matched to suitable owners

Other duties

- Carry out cleaning/ laundry/ housekeeping/putting deliveries away and minor maintenance operations such as painting and power washing from time to time
- Respond to adverse weather events such as ice, snow, storms, excessive rainfall and communicate with Supervisors and other team members as per protocols
- Co-operate with the Supervisors and Managers on all matters of Health and Safety
- Help promote animals for adoption and sponsorship
- Keep the dog section clean and tidy at all times, reporting any areas of concern to supervisors
- Keep dog runs and the field clean, have fresh water and are scooped at all times
- Ensure section is fully stocked at end of shift
- Take dogs from the kennels and exercise them, and /or handing over to volunteer dog walkers
- Assist with vet as required (this may at times include transporting dogs to Bury surgery)

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PERSON SPECIFICATION**

	Essential	Desirable
EDUCATION	<ul style="list-style-type: none"> • Basic literacy and numeracy e.g. 3 GCSE's including English and Maths • Basic computer literacy 	<ul style="list-style-type: none"> • NVQ level 2 or 3 in Animal Care • NVQ 2 in another relevant subject
EXPERIENCE	<ul style="list-style-type: none"> • Experience of animal care • Some experience of a physical job involving lifting, cleaning, working outdoors throughout the shift etc. • Dog handling experience 	<ul style="list-style-type: none"> • Experience of working in kennels • Dog training experience
SPECIAL SKILLS, KNOWLEDGE & COMPETENCIES	<ul style="list-style-type: none"> • Ability to establish and maintain good working relationships with Supervisors /team members, volunteers and members of the public • An interest and passion for animal welfare • Ability to understand and follow working protocols 	<ul style="list-style-type: none"> • Commitment to knowledge and skill development
PERSONALITY & DISPOSITION	<ul style="list-style-type: none"> • Self-reliant with a positive, upbeat personality, positive attitude, reliable and enthusiastic • Calm under pressure • Ability to use initiative and act decisively 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A good level of physical fitness to carry out the duties on a daily basis • Flexible approach to working hours and shift patterns, including Bank Holidays (incl. Xmas and New Year), weekends & evenings etc. • Ability to undertake occasional additional shifts or hours 	<ul style="list-style-type: none"> • First aid at work certificate • Basic Health & safety training