



**Post of: Animal Carer  
(Full-time, Permanent)  
Immediate Start**

**Information Pack  
Job Refs:  
ACA1**

**July 2021**

## **A Introduction**

Secret World Wildlife Rescue (SWWR) exists to relieve the suffering of British wildlife, to encourage respect and tolerance for wildlife and to further its conservation. SWWR strives to do this; by providing a public rescue, rehabilitation and release service for injured, sick and orphaned wildlife; through public education and access to a unique wildlife experience; and by disseminating data and delivering professional training to improve knowledge and raise standards of wildlife care across the UK.

### **Our Vision**

Our vision is to prevent wildlife suffering needlessly and to inspire, in everyone, a love and understanding of wildlife and the countryside.

### **Our Mission**

SWWR's mission is to:

- Provide a 8am – 8pm rescue service caring for sick, injured and orphaned wildlife;
- Rehabilitate the animals in our care and return them to the wild wherever possible;
- Be a respected source of expertise and centre of excellence where all British wildlife can receive the best care;
- Inspire learning about the world of British wildlife, encouraging everyone to discover what they can do to protect it.

### **Our Work**

We believe that no creature, no matter how small, should be left to suffer, that we have a duty to intervene to relieve that suffering and to care for them until they are strong and fit enough to return to the wild.

We deliver our service in the following way:

We are here from 8am to 8pm, 7 days a week, 365 days of the year and work across Somerset providing help to wild animals. Our volunteer response drivers are equipped and trained to rescue small, medium or large animals and birds, and bring them back to Secret World for rehabilitation.

A staff team of around 25 work alongside a very strong and committed volunteer workforce.

Last year, despite the impact of Covid-19, we were able to help over 3,200 animals and Secret World remained open to animal admissions throughout the pandemic. Usually we help over 5,000 animals each year. Our work includes caring for hundreds of wildlife orphans such as badgers, foxes, otters and birds of prey, which we hand-rear, care for and rehabilitate, sometimes for as long as 12 months depending upon the species.

All animals brought into Secret World are assessed and casualties are given first aid by our Animal Care team. Animals are then given treatment under the supervision of our local veterinary surgery on weekly visits or animals may be transported to our local veterinary surgeon if x-rays or surgery is required. If any animal requires continuous care, such as two hourly feeding for example, we are able to do this thanks to our many volunteers who generously give their time. Human contact and interaction is kept to a minimum when dealing with wildlife casualties. Unlike domestic animal rescue work, the work Secret World does is 'hands-off'.

Our treatment areas, recovery and special rehabilitation enclosures are designed specifically for the different needs of the wildlife we care for. These include enclosures for foxes and badgers, where they can forage and dig as they would in the wild, water enclosures for the otters and swans, so they can preen and build their natural oils and large aviaries for garden birds and birds of prey, all away from human contact so they have the best chance of reverting to the wild once they are strong enough to be released.

The progress of all our wildlife patients is regularly reassessed so that we can be sure that any animal released back into the wild is able to survive and live a natural life. Any animal that cannot be successfully returned to the wild will be euthanased quickly and humanely to put an end to its suffering.

## **Background to the Role**

An exciting opportunity has now arisen for an outstanding animal carer to join our team on a permanent contract working alongside other skilled animal care colleagues. You will also be required to supervise the volunteers on your section and work with the section leaders to ensure the Secret World policies and procedures are followed.

## **Job Description & Person Specification**

**Job Title:** Animal Carer

**Date Prepared:** 7<sup>th</sup> July 2021

**Location:** Highbridge, Somerset

### **Job Purpose:**

To rehabilitate wildlife casualties at Secret World for release, as part of a multi-disciplinary team, working strictly according to the Charity's policies and procedures, and performing all duties to a high standard of care and husbandry.

**Responsible to:** Head of Animal Care Services

### **Relationships:**

The postholder is expected to foster excellent working relationships with section leaders, volunteers, supporters and members of the public. As a member of the animal care team, the postholder is also expected to work inclusively and collaboratively across the organisation with other staff. At all times working within the SWWR Behaviours Framework.

### **Main Responsibilities:**

1. To work within SWWR policies and procedures and legal frameworks, particularly Health & Safety, Safeguarding and UK-GDPR regulations.
2. Undertake animal care duties in relation to the hospital, casualty, rehabilitation and resident animals whilst following SWWR's strict policies and procedures when interacting with wildlife.
3. Ensuring the highest level of animal care as directed by Head of Animal Care Services and under the supervision of the section leaders.
4. To work in an integrative and co-operative way as part of a multi-disciplinary animal care team.
5. Contribute fully to a culture which actively promotes best practice in health, safety, and security.

6. Strictly work to all policies and procedures relating specifically, but not exclusively, to the work of the department.
7. Participate in the performance of duties at weekends, bank holidays, and out of hours as agreed and directed.
8. Ensure that the welfare of the animals in our care remains paramount.
9. Ensure comprehensive records for all casualties are adhered to, with reference to the veterinary protocols at all times.
10. Undertake orphan rearing to a set animal care trained level as directed.
11. Ensure environmental and husbandry conditions are conducive to assist in the rehabilitation and release of casualties.
12. Covering Reception staff, liaising with members of the public about Animal casualties and assisting in the co-ordination of capture, collection and release of casualties when needed.
13. Be willing to help promote the work of Secret World for example, by supporting the fundraising department, or through participation in the Charity's public open day programme as requested.
14. Oversee and supervise the contribution made by volunteers on the shift.
15. To undertake any other such duties as directed which may be appropriate in order to achieve the Charity's objectives.

**Person Specification:**

Essential (E) Desirable (D):

**Experience and Knowledge:**

- 1.1 Proven experience of working or volunteering in the wildlife sector (E)
- 1.2 Working with volunteers in a charitable setting (D)
- 1.3 Some British wildlife rehabilitation knowledge and experience across a range of species (D)
- 1.4 Recognised relevant wildlife/care qualification or transferrable equivalent (D)

**Skills and abilities:**

- 2.1 Team player who knows how to work well with others (E)
- 2.2 Tact, diplomacy and sensitivity (E)
- 2.3 Enjoys working in a busy environment and is calm under pressure (E)
- 2.4 Well organised, can follow instruction and work according to the Secret World's policies (E)
- 2.5 Ability to work outside in all weather conditions (E)

**Other:**

- 3.1 Empathy to the cause and a understanding of the context within which we work (E)
- 3.2 Be willing to work flexibly on the type and range of shifts and to work more in the summer and less in the winter as and when required (E)
- 3.3 To have an understanding of the legal duties and responsibilities of a wildlife rehabilitation centre (D)
- 3.4 Willing to be involved in some aspects of public speaking (D)
- 3.5 Be willing to be DBS checked (E)
- 3.6 Many of the tasks involve manual tasks so candidates will need to be physically fit and able.

**Note:**

This job description is not exhaustive and will be reviewed from time to time and amended by mutual agreement.

**Employment Details:**

Salary: National minimum wage  
Hours: 40 hours per week, working to shift patterns which will include weekends and bank holidays as agreed  
Holidays: 30 days holiday per annum  
Pension: SWWR provides a work place pension to eligible employees.

**How to Apply (please read carefully)**

If you wish to have an informal conversation prior to applying, please call Molly Ellis on 01278 768704..

Candidates must complete the **Secret World application form** and return by the closing date below.

**Please note CVs will not be accepted.**

Candidates should pay particular attention to the completion of the supporting statement contained within the application form.

**Closing date for all applications: 28<sup>th</sup> of July**

**Proposed Interview Dates: 4<sup>th</sup> August**

**Please ensure you are available to attend the interview date prior to applying and be ready to attend if called.**

All completed applications should be sent to: [jobs@secretworld.org](mailto:jobs@secretworld.org)

Alternatively, you may post your application to:

HR Department, Secret World Wildlife Rescue, New Road, East Huntspill, Highbridge, Somerset TA9 3PZ  
Please mark your envelope 'Private and Confidential – Job Application'.

Unfortunately, owing to the large number of job applications we receive, we are unable to respond individually. If you have not heard from Secret World by the 2<sup>nd</sup> of August please assume that you have not been successful on this occasion. Thank you for your interest in working for Secret World.