



Secret World
Wildlife Rescue

Post of:
Animal Carer
Permanent Full time contract

December 2022

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 to admit wildlife 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 and administer first aid to small, medium or large animals and birds, and bring them back to SWWR for treatment.

A staff team of around 32 work alongside a very strong and committed volunteer workforce.

Last year we admitted and helped care for more than 3,800 wild animals and birds in distress. Our work includes caring for hundreds of wildlife orphans such as otters, badgers, foxes and birds of prey, which we hand-rear, care for and rehabilitate, sometimes for as long as 18 months depending upon the species.

SWWR's annual operational costs are approximately £850,000. The majority of funding is raised through supporter donations, fundraising events, trading activities and legacies.

Secret World Wildlife Rescue also runs a trading company, Secret World Limited (SW Ltd) which feeds all profits directly to the charity. Currently SW Ltd is operating charity shops and our aim is to expand our network of charity shops in Somerset. We also plan to set up a 'distribution' centre near the charity's main site in Highbridge where donations will be centrally sorted and sent to the shop network.

Job Description

Job Title: Animal Carer

Date Prepared: 30th December 2022

Location: Highbridge, Somerset

Hours: Full time, 40 hours per week, rotas working 5 days out of 7 days per week

Salary: National Minimum Wage

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: Animal Care Supervisor

Relationships:

The postholder is expected to foster excellent working relationships with Head of Animal care, Supervisors, 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 supervisors.
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.

Essential
High standard of education and at least two years' experience in a similar role
Full UK/EU driving licence and use of private car as required (company van also available for use from main site)
Excellent verbal and written communication skills
Able to demonstrate exceptional time management skills and the ability to balance and cope with competing priorities whilst meeting deadlines
Good knowledge of animal welfare.
Excellent IT skills including MS packages.
Good working knowledge of current GDPR, Safeguarding and Health & Safety legislation
Team working skills and experience to support and work collaboratively with staff and volunteers to achieve objectives
Highly motivated, enthusiastic and self-starting
Ability to remain calm whilst working under pressure, to adapt at short notice and manage a diverse workload
Able and willing to work Bank holidays, weekends & evenings also charity events, if needed
Empathy / understanding of wildlife and conservation
Please note this role will require light or moderate physical effort
Desirable
Working in a small to medium charity environment
Voluntary sector experience / working with volunteers

How to Apply:

If you wish to have an informal conversation prior to applying, please call Josie Nott at Secret World.

To apply please email your CV and covering letter to Josie Nott on josie.nott@secretworld.org

If you are short listed, you will be sent an application for to complete.

Alternatively, you may post your CV and covering letter to:

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

Closing Date for all applications: 13th January 2023 at 5pm