



Post of:
Wildlife Carer

Information pack
February 2024

Secret World Wildlife Rescue

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;
- providing a learning and outreach programme, public education and access to a unique wildlife experience;
- disseminating information and data, delivering professional training, and helping conservation projects, 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 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 are on-site from 6am to midnight, 7 days a week, 365 days a year and work predominately across Somerset, Bristol and the surrounding area. As a result of our expertise, our reputation has grown, and we frequently take cases from across the UK including many from the Royal Society for the Prevention of Cruelty to Animals (RSPCA) and the Wildlife Trusts. Our volunteer response drivers are equipped and trained to rescue all types of British mammals and birds, and bring them back to Secret World for treatment, or take them direct to the nearest veterinary surgery as appropriate. A staff team of around 45 works alongside a strong and committed volunteer workforce. Our new purpose built Wildlife Treatment Centre provides an excellent working environment, alongside our wildlife rehabilitation facilities.

Background to the Role

Wildlife Carers provide the day-to-day care of animals and running of Wildlife Care Services in the Wildlife Treatment Centre and pre-release areas, as well as caring for the Charity's small number of resident animals. Wildlife Carers work alongside and are supervised by a small team of Wildlife Care Supervisors. Wildlife Carers also work alongside Reception staff, the Release co-ordinator and the veterinary surgeon to ensure the functions of an integrated Wildlife Care Team. Wildlife Carers follow strict SWWR Policies and Procedures, ensuring that high standards of wildlife care are met, legal and licencing requirements are fulfilled, and relationships with relevant organisations are maintained. They also work alongside the Fundraising and Education teams, providing support to those departments when needed, including presenting work to the general public and media.

Wildlife Carer
Secret World Wildlife Rescue

Job Description

- Job Title:** Wildlife Carer
- Hours:** 40hrs per week on a rota basis as part of a seven-day rota, with flexibility to work out of hours
- Job Purpose:** To provide day-to-day Wildlife Care Services to SWWR
- Responsible to:** Wildlife Care Supervisors
- Relationships:** The postholder is expected to foster excellent working relationships with all wildlife care and reception staff (employed and voluntary), as well as the Senior Management Team including the charity advisors, charity supporters and Trustees.

Main Responsibilities

General:

- 1 Provide consistent high quality Wildlife Care Services across all SWWR activities.
- 2 Work in an integrative and co-operative way as part of a multidisciplinary Wildlife Care Team.
- 3 Contribute to the training of less experienced Wildlife Care staff, including volunteers.
- 4 Work in a way that helps to ensure that unnecessary costs are minimised.
- 5 Ensure the highest standard of Wildlife Care, as directed by the Wildlife Care Manager and Supervisors, following the standards, policies and procedures described in the Charity's Wildlife Care Policy and Veterinary Policy.
- 6 Follow legislation, biosecurity, H&S and COSHH relevant to Wildlife Care, as instructed by the Wildlife Care Supervisors and Manager. Take part in relevant employee training. Ensuring that your own preventative health measures, such as rabies vaccination, are up to date.
- 7 Work within SWWR Policies and Procedures and legal frameworks, particularly relating to Health and Safety, Safeguarding and UK-GDPR regulations, at all times.
- 8 Work with reception staff to provide courteous and constructive help and advice to members of the public relating to wildlife casualties. Assist with co-ordinating capture, collection, and release of wildlife casualties as necessary.
- 9 Carry out Wildlife Care maintenance duties as directed by the Wildlife Care manager, Supervisors and Maintenance staff.
- 10 Contribute to fundraising by providing service information (e.g. photos, videos, case histories) and by giving presentations to donors and the media, both formal and informal.
- 11 Participate in a rota that includes performance of duties at weekends, on bank holidays, and out of normal office hours.
- 12 Ensure that all legal, statutory, and operational records are complete, accurate and stored appropriately.
- 13 Ensure all required training sessions are attended and training is completed as requested.

Education, research, and external relations:

- 14 Take part in and present work at SWWR courses and talks as required.
- 15 Contribute to teaching and lectures to other organisations (e.g., Universities, colleges, and veterinary organisations) as required.
- 16 Contribute to student wildlife research projects as required.
- 17 Work with volunteer staff members, including students, supporting, training, and supervising them as required.
- 18 Contribute to scientific publications in the best interest of SWWR.
- 19 Attend meetings with external organisations as required.

Management Team:

- 20 Attend Wildlife Care staff meetings as requested. Take notes as requested.
- 21 Contribute to Wildlife Care reports as requested.
- 22 Take on the role of 'Duty Wildlife Carer' when rostered in that role.
- 23 Undertake any other such duties as directed which may be appropriate in order to achieve the Charity's objectives.

Note:

This job description is not exhaustive and will be reviewed from time to time and amended by mutual agreement. The postholder will receive regular reviews together with an annual job appraisal with the wildlife care supervisors to review progress, job description and performance in post.

Person Specification

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Qualifications:	<ul style="list-style-type: none"> • Higher education (FdD or equivalent) in a related field (e.g. conservation, animal care, veterinary sciences) • Full UK (or equivalent) driving licence and use of private car as required (company vehicle is also available for use from main site) (E) 	<ul style="list-style-type: none"> • Essential • Essential
Experience, skills and qualities:	<ul style="list-style-type: none"> • Experience in the animal/wildlife/conservation sector • Empathy for and understanding of wildlife rescue/rehabilitation/release • Excellent verbal and written communication skills, deployed formally and informally (including presentation skills) • Motivated, enthusiastic and self-starting • Good IT skills with excellent working experience of a variety of computer applications • Good knowledge of GDPR, Safeguarding and Health and Safety • Good team working skills and experience to support and work collaboratively with staff and volunteers to obtain objectives. • Calm under pressure, adaptable at short notice, able to manage a diverse workload • Able to work flexibly including weekends, bank holidays and variable hours outside of normal office time • Able to undertake light/moderate physical effort • Knowledge of wildlife legislation, biosecurity, H&S and COSHH • Experience of working for or with animal charities • Experience of working in educational settings • Experience of fundraising • Experience of working with the media 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Desirable • Desirable • Desirable • Desirable • Desirable

How to apply

Please send CV (maximum 2 pages) and a covering letter (maximum 1 page) that illustrates your applicable experience and explain why you are applying for the role, to laura.bennett@secretworld.org

Initial and informal enquiries may be discussed with Laura Bennett please email laura.bennett@secretworld.org first to arrange this.

Closing date for applications: 10/02/24

Indicative interview dates are: First interviews will be held the week beginning 12/02/24

Advert

Wildlife Carer - Secret World Wildlife Rescue (SWWR)

Salary: £22,000 per annum

Location: Highbridge, Somerset

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The charity is open 6am to midnight, 7 days a week, 365 days a year, and operates across Somerset, Bristol and the surrounding area. A staff team of around 45 work alongside a strong and committed volunteer workforce. Staff and volunteer response drivers are equipped and trained to rescue all types of British mammals and birds. After appropriate veterinary care, these animals are rehabilitated on site and eventually released back to the wild. Our new purpose built Wildlife Treatment Centre provides an excellent working environment, alongside our wildlife rehabilitation facilities.

We are looking to recruit a Wildlife Carer to support the day to day running of Wildlife Care Services at SWWR, rescuing, rehabilitating, and releasing British wild animals. The post holder will also contribute to our education programs, working with our Fundraising and Education teams, Senior Management and Trustees.

The essential personal requirements of a suitable candidate include:

- Higher education (FdD or equivalent) in a related field (e.g. conservation, animal care, veterinary sciences).
- Full UK (or equivalent) driving licence and use of a private car as required (company vehicle is also available for use from main site).
- Experience in the animal/wildlife/conservation sector.
- Empathy for and understanding of wildlife rescue/rehabilitation/release.
- Excellent verbal and written communication skills deployed formally and informally (including presentation skills).
- Motivated, enthusiastic and self-starting.
- Good IT skills with excellent working experience of a variety of computer applications.
- Good knowledge of GDPR, Safeguarding and Health and Safety.
- Good team working skills and experience to support and work collaboratively with staff and volunteers to obtain objectives.
- Calm under pressure, adaptable at short notice, able to manage a diverse workload.
- Able to work flexibly including weekend, bank holidays and variable hours outside of normal office time.
- Able to undertake light/moderate physical effort.

For further detail of the job role go to: laura.bennett@secretworld.org

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