

# JOB PROFILE

<b>Job Title:</b>	Animal Care Lead	<b>Reporting to:</b>	Animal Care Manager
<b>Salary:</b>	JNC Scale Pay point 8 (£24,799), pro-rata 3 days a week, 9am – 4.30pm £13,887		

## 1 **Main function of job:**

- a) To provide care and welfare to animals at Amelia Trust Farm
- b) To ensure animal accommodation and enclosures are well maintained including environment enrichment
- c) To deliver sessions involving the animals to the general public, children at party bookings and other groups ensuring the safety of both animals and people

N.B. The following headings are to be taken as a general overview of the requirements of the job role.

## 2 **Location:**

Amelia Trust Farm, Five Mile Lane, Barry, Vale of Glamorgan, CF62 3AS

## 3 **Specific Areas of Responsibility:**

- To feed the animals and clean their accommodation
- To carry out daily health checks on all animals and ensure regular care is carried out including shearing, foot trimming, dental checks, vaccinations etc liaising with the Animal Care Manager
- To ensure all animal enclosures and surrounding areas are well maintained, clean safe, and that bio-security is in place
- To welcome the visiting general public to the Farm and provide relevant information
- To deliver sessions involving the animals to the general public, children at party bookings and other groups ensuring the safety of both animals and people
- To supervise the work of the Animal Care Worker, Farm Rangers (paid staff) and animal care volunteers
- To assist with interviewing potential new animal care volunteers, deliver induction sessions for them when they start and co-ordinate their work
- In consultation with the Animal Care Manager and Director, to arrange any emergency care for the animals.
- In consultation with the Animal Care Manager, to manage stock levels of animal supplies and equipment and arrange timely procurement which is value for money
- To keep appropriate records up to date
- To carry out fortnightly inspection of the livery areas
- To ensure that all the animals are safely housed at the end of the day
- To ensure compliance with the provisions of the Animal Welfare Act 2006, Health and Safety and other relevant legislation
- To undertake such other tasks as may be required by the Director

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**Date of Profile:**

Feb 2024

**Reviewed by:**

Karen Turnbull – Director

# PERSON SPECIFICATION

<b>Job Title:</b>	Animal Care Lead	<b>Reporting to:</b>	Animal Care Manager
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		Method of Assessment	
	Criteria	Application Form	Interview
1	<b>What standard of general education does the work call for?</b>		
	<ul style="list-style-type: none"> <li>Animal Care Qualification</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Able to use a PC with a working knowledge of Microsoft Office</li> </ul>	✓	
2	<b>Experience/specialist training required</b>		
	<ul style="list-style-type: none"> <li>Animal Care in a work setting</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>Knowledge of equines and other animals</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>Working with volunteers</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>Working with children and safeguarding</li> </ul>	✓	✓
3	<b>Personal Attributes - Essential</b>		
	<ul style="list-style-type: none"> <li>Excellent communication skills</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>Team player with good interpersonal skills</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>Ability to work flexibly and independently</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>Able to prioritise tasks</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>Able to act on one's initiative</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>Ability to deal calmly and effectively with difficult situations</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>Focussed on achieving outcomes</li> </ul>	✓	✓