



Information for Candidates

Job title:	Rehoming Supervisor full time (37.5hrs per week) or job share, permanent contract
Location:	Animal Centre, Eccles New Road, Weaste, Salford (<i>full address will be disclosed to successfully shortlisted applicants</i>)
Information about the branch	
<p>The Manchester & Salford Branch of the RSPCA is a separately registered charity. The role of the branch is to rehabilitate and rehome the animals that the national RSPCA charity rescues through the inspectorate service. We also offer free or low cost microchipping and neutering to people on a low income.</p> <p>We are self-funding and need to raise £650,000 each year to continue our work. The branch has four charity shops and a small fundraising programme.</p>	
Summary of main terms and conditions of employment (please note that full details are provided with an offer of employment)	
Salary	£21,140.73 pa for full-time post (37.5hrs per week).
Hours of work	<p>We are looking to recruit a full time Rehoming Supervisor (37.5 hrs per week).</p> <p>The core working days are Monday to Friday, 08.00 to 16.00 or 10.00 to 18.00.</p> <p>You will be expected to work some weekends throughout the year to cover staff absenteeism.</p>
About the job	<p>As a Rehoming Supervisor it is your responsibility to ensure that RSPCA minimum standards for animal rehabilitation and rehoming are met at all times. As part of a team you will be responsible for the delivery of care for the animals at the centre and in the branch's foster network. You will work alongside animal care staff and volunteers to ensure the service is delivered to the highest welfare standards.</p> <p>You will work off site regularly, collecting and transporting animals for admission, taking animals to vet appointments and visiting foster homes. You will be expected to drive the branch's animal van and work to strict deadlines.</p>

	<p>Driving throughput and maximising the numbers of RSPCA animals admitted and rehomed by the branch is paramount, whilst ensuring the highest level of care and bio-security is maintained at all times.</p>
Qualities sought	<p>Our ideal candidate is someone who has worked in a physically and emotionally challenging role, e.g as an animal care assistant in a busy animal centre or as a veterinary auxiliary nurse. We work exclusively with animals rescued by RSPCA inspectors, which requires compassion, resilience and tenacity.</p> <p>You must be physically fit and able to bend and lift whilst cleaning out the animals, lifting sacks of cat litter and bales of hay. Someone with keen attention to detail, who takes pride in delivering the best care for animals is who we want to join our team.</p> <p>As an ambassador for the branch you must also have excellent written and verbal communication skills.</p>
Holiday entitlement	<p>Full time staff receive 20 days (150 hours) per annum, part time staff receive pro rata equivalent.</p> <p>An additional day's leave (7½ hours) will be awarded to all full-time staff at the end of each continuous year of service to a maximum of 25 days (187½ hours), part time staff receive pro rata equivalent.</p>
Probationary period	Six Months
Notice period	<p>During your probationary period, your employment may be terminated by one week's written notice on either side.</p> <p>On satisfactory completion of the probationary period, four weeks written notice on either side.</p>
Pension arrangements (if applicable)	Through The People's Pension
Any additional terms and conditions specific to the role	There may be occasions when you will be required to work above your contracted hours, which will be paid for.

Eligibility to work in the UK

In order to comply with legal requirements, we ask all potential candidates to prove their eligibility to work in the UK as part of the selection procedure. If you are invited to interview, you will be asked to bring the appropriate original documents with you to the interview.

Additional information (if appropriate)

This is a physically demanding role requiring frequent bending as well as lifting of moderately heavy loads.

You must have a Full UK Driver's License.

You must have sympathy to the charity's purpose.

Closing date: Friday 18th February 2022

Interview arrangements:

First round Wednesday 2nd March 2022 : virtual informal chat via Google Meets

Second round Friday 4th March 2022: in-person visit to the animal centre, interview/aptitude based questions

Third round: in-person visit to the animal centre to meet members of the team (time to suit successful candidate after 1st & 2nd round)

To apply: please send a CV and covering letter outlining your suitability for the post to: admin@rspca-manchesterandsalford.org.uk

As a charity we are unable to acknowledge every application therefore if you do not hear anything further within four weeks of the closing date (i.e.) then you have not been short-listed for interview.