FARM WORKER/GROOM, NEW ARRIVALS

The Donkey Sanctuary
Sidmouth
Devon
EX10 0NU
England
00 44 (0) 1395 578222
Employment Package

Contract
This is a full-time, fixed term contract starting as soon as possible until 11\(^{th}\) June 2019.

Hours of Work
37.5 hours per week. Core hours will be 08.00 – 16.30, Monday – Friday, but flexibility will be required to work an early shift and 1 in 4 weekends as part of the team rota.

This is a multi-site, 7-day operation and therefore there may be some requirement to work flexibly to meet the needs of the Charity.

Salary
The starting salary for this role is £17,689 per annum, pro rata for the duration of the contract.

Holiday
31 days holiday per year, inclusive of the 8 statutory public holidays, pro rata for the duration of the contract. This increases by one day each year until a maximum of 34 days (pro rata for part time employees) is reached.

Probationary Period and Review
Your probationary period will be 3 months. During this period, should either you or the Charity wish to terminate your employment, your notice period shall be 1 week. After 3 months of employment the notice period is 1 month.

Performance Reviews
Employees have the opportunity of a probationary review meeting with their Manager at the end of their probationary period.

Pension Scheme
The Charity values its employees and believes that pension contributions are an important part of the benefit package offered. The Donkey Sanctuary exceeds the government recommended rate amounts as shown in the table below:

<table>
<thead>
<tr>
<th>Band</th>
<th>Employer Contribution</th>
<th>Employee Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 9</td>
<td>5.5% of annual salary</td>
<td>2.5% minimum</td>
</tr>
<tr>
<td>10 - 17</td>
<td>7.5% of annual salary</td>
<td>3.5% minimum</td>
</tr>
<tr>
<td>Executives</td>
<td>10.5% of annual salary</td>
<td>4.5% minimum</td>
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</tbody>
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The scheme is administered following government set auto enrolment rules. New members of staff will receive an information sheet from Human Resources as part of their starter pack which explains the scheme and the postponement rules. A mandatory postponement letter will be generated by payroll and distributed with your first month’s payslip, this will also provide details on eligibility and early opt-in instructions. After three months of employment you will be assessed, following current government auto enrolment criteria, and, if eligible, will be auto-enrolled into The Donkey Sanctuary Group Personal pension scheme.
Overall Purpose
To provide care and rehabilitation for donkeys, mules, ponies and hinnies on arrival to The Donkey Sanctuary; maintain the buildings and areas, all in accordance with the Care and Welfare Code of Practice.

Main Duties and Responsibilities
- To provide care by routine observation, feeding, medicating, grooming, weighing and worming the donkeys, mules, ponies and hinnies;
- Assisting with New Arrivals routines such as farriery, dentals, veterinary examinations, vaccinations, de-lousing and maintaining all New Arrivals procedures and protocols;
- Provide care for donkeys with special, additional and behavioural needs and requirements;
- To provide care by operating machinery, and/or manually, mucking out, feeding and bedding up of barns and stables and distributing hay, haylage and bagged feedstuffs;
- Ordering, preparation and administration of medications under veterinary advice;
- Support the New Arrivals Manager in maintaining a safe working environment by risk assessment and following Health and Safety regulations and by maintaining bio-security;
- Provide feedback on a daily basis to the New Arrivals Manager on matters such as donkey health, feeding regimes and liaising with other staff to facilitate smooth running New Arrivals Unit;
- Maintain up to date records for all equines within the New Arrivals Unit.

Responsibilities of all Donkey Sanctuary Employees
- Carry out any other reasonable duty as may be required.
- To work within the Charity's guidelines with regard to conduct, recognising its policies with regard to equality, and showing respect and co-operation towards fellow colleagues;
- Under Health & Safety legislation, all staff must work in the safest possible way in order to ensure their Health & Safety and that of all others who may be affected by their actions;
- Demonstrate a commitment to continuing personal development;
- To co-operate with management and colleagues to promote good communications through sharing appropriate information and building positive working relationships.

Responsible to: New Arrivals Manager.

Communication Links
Internal:
- New Arrivals Manager – daily exchange of information;
- Other employees – which include the Veterinary, Farms and Welfare department for a daily exchange of information.

Hours
40 hours per week, 8.00 am to 4.30 pm (7.00 am start on a rotational basis) plus weekend overtime as required. This is a multi-site, 7-day operation and therefore there may be some requirement to work flexibly to meet the needs of the Charity.
Location

This will be a twin-site role, with flexibility required to work both at the main New Arrivals site in Sidmouth, and at Strete Farm, between Whimple and Cranbrook.

There may be occasions when the post holder may be requested to work at another location considered reasonable by the Charity.

Person Specification

Knowledge and Skills

Essential:
- Experience of animal husbandry;
- Farm skills qualifications including tractor driving experience;
- Able to demonstrate experience of working with equines that have behavioural problems;
- Experience of working with risk assessments in relation to safe working practices;
- Physical fitness and the ability to lift, for example, a bag of feed (approx. 20 kg);
- Willing to work outside in adverse weather conditions;
- Full current valid driving licence.

Desirable:
- Previous experience of administering medication to equines.

Personal Attributes:
- Ability to work as part of a team;
- Able to demonstrate being adaptable and flexible to respond to rapidly changing needs and demands;
- Ability to present a positive professional image of The Donkey Sanctuary at all times.

Note:

To reflect any changes within the Charity during the next few years, the scope of this role will be regularly reviewed and may evolve to meet those needs. Any changes will be agreed in advance with the post holder and confirmed in writing.