



# THE DONKEY SANCTUARY

WORKING WORLDWIDE

## APPRENTICE FARM WORKER/GROOM

### TROW FARM

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



PRINCESS ROYAL  
TRAINING AWARD  
2016



## Employment Package

### **Contract**

This is a full-time, fixed term contract starting as soon as possible Until 1<sup>st</sup> August 2021. Working 37.5 hours per week, Monday – Friday, depending upon college studies.

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 £4.20 per hour (under 18), £5.90 per hour (18 – 20), £7.38 per hour (21 – 24) £7.83 (25 and over).

### **Holiday**

31 days holiday per year, inclusive of the 8 statutory public holidays. 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:

<b>Band</b>	<b>Employer Contribution</b>	<b>Employee Contribution</b>
1 - 9	5.5% of annual salary	2.5% minimum
10 - 17	7.5% of annual salary	3.5% minimum
Executives	10.5% of annual salary	4.5% minimum

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.

### **Closing Date**

**All applications need to be received by 12.30pm on Friday 8<sup>th</sup> February 2019**

## Job Description

### **FARM WORKER/GROOM (APPRENTICE)**

#### **Band 1**

#### **Responsible to Farm Manager**

#### **Overall Purpose**

With learning, appropriate training, mentoring and support to work toward providing high quality care and rehabilitation for donkeys, mules, ponies and hinnies; learning to maintain the buildings and areas to a high standard, and to farm the land, all in accordance with the Care & Welfare Code of Practice

#### **Main Duties and Responsibilities**

- With the appropriate training and learning, work towards providing high standards in care by routine checking, feeding, medicating, grooming, weighing, worming and training the resident donkeys, mules, ponies and hinnies and assisting the vet, farrier and dentist;
- With the appropriate training and learning, work towards providing care by operating machinery, and/or manually, mucking out, feeding and bedding up of barns and stables and distributing hay, haylage and bagged feedstuffs;
- Understand and carry out farm maintenance operations such as sweeping, pressure washing, cleaning, field sweeping, haymaking, strimming, compost management, willow management and dirty water control (provided that any necessary certificates or licences are held);
- Under the guidance of the Farm Manager work with team members in maintaining a safe working environment by risk assessment and following Health and Safety regulations and by maintaining farm security;
- Where appropriate and with appropriate training, maintain up to date manual records for the donkeys, farming practices, holidays and overtime including the Self Serve system;
- Work with team members, Quality Time Volunteers and others to give feedback on the health, feeding regimes and land management and liaising with other staff to facilitate smooth running of the farms;
- To 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 learning, development and training;
- To co-operate with management and colleagues to promote good communications through sharing appropriate information and building positive working relationships.

#### **Additional Duties**

- Working extra hours as part of a regular rota to provide cover for the donkeys, mules, ponies and hinnies (all farms);
- Speaking to the public, giving advice and attending promotional shows.

#### **Responsible to**

Farm Manager

#### **Communication Links**

Internal:

Farm Manager – daily exchange of information;

Other employees – daily exchange of information;

Other departments – Vets, Welfare, Isolation, Stores, Maintenance, Engineers, HR and Health and Safety – sick donkeys, foster, new arrivals, supplies, repairs, breakdowns and staff welfare.

External:

Visitors – making them welcome and ensuring their safety while on the farm;

Quality Time Volunteers and work experience students – working with them while on the farm.

### **Hours**

Appropriate training at college, which may be block or day release, and in addition work placed learning and duties amounting to 37.5 hours per week. There may be the requirement or opportunity for extra hours when donkeys are sick, for haymaking and for open days and fundraising. Farm worker grooms are expected to work extra hours to cover the care of the donkeys at the weekends – normally, one weekend in three.

### **Location**

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

### **Knowledge and Skills**

Essential:

- Experience of animal husbandry;
- There is a high degree of manual handling which occurs on a regular basis. The job holder will be able to lift, for example, a bag of feed (approx. 20 kg);
- Willing to work outside in adverse weather conditions;
- Willing to undertake work related training include the Bronze Diploma.

Desirable:

- Ability to work as a team;
- People skills
- Full current valid driving licence or commitment to obtain this within an agreed time scale if it is required for the job role.

### **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.