



THE DONKEY SANCTUARY

WORKING WORLDWIDE

NEW ARRIVALS GROOM

The Donkey Sanctuary (Ireland) Limited

Knockardbane

Liscarroll

Mallow Co. Cork

Ireland



PRINCESS ROYAL
TRAINING AWARD
2016



Employment Package

Contract

This is a full-time, permanent contract, working 39 hours per week, 5 days over 7, to include weekend working as part of a 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 €23,728 per annum, pro rata for the duration of the contract.

Holiday

29 days holiday per year, inclusive of statutory public holidays.

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.

Closing Date

All applications need to be received by 12.30pm on Friday 8 February 2018

New Arrivals Groom

Grade B

Responsible to: New Arrivals Supervisor

Directly responsible for: N/A

Our Vision and Mission

The Donkey Sanctuary is working for a world where donkeys and mules live free from suffering, and their contribution to humanity is fully valued. We will achieve this by transforming the quality of life for donkeys, mules and people worldwide through greater understanding, collaboration and support, and by promoting lasting, mutually life-enhancing relationships.

Overall Purpose

To provide care and rehabilitation for donkeys, mules, ponies and hinnies; maintain the buildings and areas within New Arrivals, the hospital and hospital boxes, and assist the veterinary team in veterinary care of donkeys at The Donkey Sanctuary, Ireland.

Main Duties and Responsibilities

- Confident and capable of managing/handling donkeys and mules that require a variety of additional needs, including relinquishments and private donkeys;
- To prepare and administer medication and feeds as directed;
- To monitor and be responsible for settling in new arrivals;
- To provide care by operating machinery and/or manually, muck out, bed up, monitor and groom donkeys;
- To assist with taking samples for laboratory use;
- To assist the veterinary staff, equine dental technician and farrier as required;
- To assist with stock control duties;
- To update computer records;
- By supporting the New Arrivals Supervisor in maintaining a safe working environment by risk assessment and following Health and Safety regulations as well as maintaining general security;
- By maintaining up to date manual records for the donkeys, biosecurity practices, holidays and overtime including the Self-Serve, Citrix and OpenHR systems;
- By supporting work experience students and interacting with visitors and Quality Time Volunteers in a friendly manner;
- By supporting the vets and veterinary staff with similar duties in the hospital itself and hospital boxes similar to New Arrivals.
- Occasional work may include offsite duties along with the Veterinary Surgeon and nurses that may involve assisting in veterinary procedures.
- To carry out any other reasonable duty as may be required.

Responsibilities of all Donkey Sanctuary Employees

- Act as an effective Ambassador for the Charity, demonstrating behaviour which supports the Charity's strategy and values and work in a way which promotes the standards described in the Competency & Standards Framework;
- To work within the Charities' 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.

Hours

39 hours per week, 5 days over 7. 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

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

Person Specification
<p>Essential</p> <ul style="list-style-type: none"> • Equine Knowledge, especially animal husbandry; • Confident and capable of managing/handling donkeys and mules that require a variety of additional needs, including relinquishments and private donkeys; • Be confident and competent involving all machinery and equipment, especially the tractor/trailer, norcar, blower and strimmers. Some tractor driving may involve driving on a public road; • Physical fitness and the ability to lift, for example, a bag of feed (approx. 20 kg); • Ability to work as part of a team; • Good communication skills; • Full valid driving licence. <p>Desirable</p> <ul style="list-style-type: none"> • General farming knowledge <p>Personal Attributes</p> <ul style="list-style-type: none"> • Maintains performance, professionalism and composure when under pressure; • Ability to work as part of a team; • Self-motivated with a flexible attitude; • Able to demonstrate the ability to establish, build and maintain successful relationships with staff and supporters; • Able 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.