



Dear Applicant,

Charity Shop Supervisor & Reception Post
Casual Animal Care Assistant Post

Thank you for your interest in the above positions.

Enclosed with this letter is an application form as well as a job description, personal specification and employment conditions.

The application form enclosed must be completed. Any C.V. must be in addition to the application form, not a substitute for it.

The completed application must be received by 1700hrs Friday 27th January 2017. A short list will be drawn up as soon as possible and those invited for interview will be informed by Monday, 30th January, 2017. Those applicants who have not been contacted by that date will have been unsuccessful on this occasion.

The interviews are planned for the week commencing Monday, 30th January, 2017.

Once again thank you for showing an interest in the GSPCA.

Yours sincerely,

Mr. Steven J Byrne
GSPCA Manager

Enc
Information Summary Sheet on Terms and Conditions
Person Specification
Application Form
Job Description



GSPCA

GSPCA Animal Shelter



Les Fiers Moutons, St Andrews, Guernsey GY6 8UD

Confidential

Application Form

Please complete in your own handwriting using black or blue ink.

1. Position Applied for: _____

2. Personal Details

Surname _____ Title Mr/Mrs/Miss/Ms/ other _____

First Name _____ Home telephone no. _____

Mobile telephone number _____ e mail _____
(if convenient)

Address _____

_____ Postcode _____

3. Education and Training

| Secondary School / Further Education | Dates from | Dates to | Examinations gained with grades |
|---|------------|----------|------------------------------------|
| | | | |

Please give details of additional qualifications or training (with dates where possible) including membership of professional bodies.

| Date | Qualifications / Training |
|------|---------------------------|
| | |

4. Employment details

a) Present or most recent employment

| Name and address of employer and nature of business | Salary | Date Joined | Date left | Notice required (is applicable) |
|---|--------|-------------|-----------|---------------------------------|
| | | | | |

Current/most recent position held: _____

Please give more details of duties and responsibilities:

Reason for leaving or wishing to leave:

b) Previous employment

| Dates | Employer's name | Job title and brief details of main responsibilities | Reason for leaving |
|----------------|-----------------|--|--------------------|
| From – To – | | | |
| From – To – | | | |
| From – To – | | | |
| From – To – | | | |
| From – To – | | | |
| From – To – | | | |

Please continue on a separate sheet if necessary

5. Additional Information

Please indicate your reasons for applying for this post and give brief details of any further information which you think would be useful in support of your application.

6. Spare time activities/interests

Please describe: _____

Do you have any business interests or spare time activities directly related to animal welfare? yes / no If yes please give details.

7. Rehabilitation of Offenders Act (Bailiwick of Guernsey) 2002

This post is protected by the Act, Applicants are however required to declare details of any convictions not regarded as spent. If this is the case please give details

8. Other details

Do you hold a full current driving licence? yes / no. Do you have a car at your disposal yes / no. Have you ever been disqualified? yes / no. If yes please give details.

Do you have any restrictions on your driving licence yes / no. If yes please give details. _____

Have you every held an honorary position with the Society or applied for any other posts? yes / no - If yes please give details.

Do you need a work permit to work in Guernsey? Yes / no

Where did you see this post advertised? _____

9. Health

How many days sickness have you had in the past 2 years?

Number of days:

Please give reasons: _____

Are you aware of any medical condition which may affect your ability to undertake the full duties of the post safely and without risk to your health?
yes / no (If yes please give details)

Are you likely to require any adjustments to the premises or working arrangements to be made on account of disability of any kind? (If yes please give details)

Note the Society will consider making such adjustments as are reasonable in compliance with the The Employment Protection (Guernsey) Law, 1998

10 References

Please give the names and addresses of at least 2 employment referees, one of whom should be your current or most recent employer. These should if possible cover a period of at least the last 5 years. The Society reserves the right to contact your previous employers before an offer of employment has been made. Unless your permission is granted, your present employer will not be approached until an offer of employment has been made and you have left their employment.

| Current/most recent employer | Previous employer | Previous employer |
|------------------------------|-------------------|-------------------|
| Name | Name | Name |
| Address | Address | Address |
| Postcode | Postcode | Postcode |
| Telephone number | Telephone number | Telephone number |
| E mail | E mail | E mail |
| Position | Position | Position |

I confirm that the details that I have provided on this form are correct to the best of my knowledge and I understand that any contract of employment will be jeopardised if I have misrepresented or omitted any relevant information.

Signed

Date

JOB DESCRIPTION

A. MAIN JOB PARAMETERS

| | |
|------------------|--|
| JOB TITLE: | Full /Part Time Charity Shop Supervisor Receptionist |
| LOCATION: | GSPCA |
| ACCOUNTABLE TO: | GSPCA Manager, daily supervisor are The Senior Animal Care Assistants & Admin Manager |
| RESPONSIBLE FOR: | Charity Shop, Online Advertising of Shop Goods, Reception and Administration Duties |

B. OVERALL PURPOSE OF THE JOB

The post involves acting as an interface between the general public and the GSPCA, ensuring the society is portrayed as professional, caring and informative about animal care. To establish and maintain good customer care and relations and to undertake and complete all relevant administrative procedures in accordance with prescribed practice.

The main purpose of this role is to run the GSPCA Charity Shop area to a high standard, processing donated goods, developing a pricing strategy, growing a volunteer team, identifying opportunities, growing our customer base, improving our shop area, ensuring an up to date online presence, promoting GSPCA events and schemes and raising funds to help the work of the GSPCA.

To ensure that acceptance, boarding, welfare complaints, animal pet tributes, adoption and post adoption processes, GSPCA tours, website, social media and procedures are conducted correctly, thoroughly and professionally.

C. PRINCIPAL RESPONSIBILITIES

To undertake or assist with the following responsibilities as directed by the GSPCA Manager and Supervisors:

1. Staffing

- i. To ensure information regarding animals being moved are correct and occasionally assist staff with these duties.
- ii. Ensuring all health and safety measures and procedures are observed and adhered to by staff, volunteers and the general public whilst carrying out any duties. Reporting any accidents or incidents promptly and correctly in accordance with the GSPCA procedures.
- iii. Implementation of practical, day-to-day coaching and support to staff and volunteers within the facility when required.

2. Animal Welfare

- i. The daily care, watering, feeding, hygiene, cleanliness and exercise, as appropriate to their species, of animals accommodated within the facility.
- ii. The prevention of outbreaks and transmission of disease by maintaining a clean work place.

- iii. Co-operation and liason with veterinary surgeons in accordance to set procedures.
- iv. Assist with stock control of equipment, retail & charity shop stock and cleaning supplies for the facility.
- v. Supervision of animal handling and transportation within and associated with the facility.
- vi. To co-ordinate the implanting of micro-chips, in accordance with prescribed practice and completion of records. Trained staff only are to assist in this requirement. All relevant recording documentation is to be completed in full and legibly.

3. Receipt. Assessment and Disposal of Animals

- i. Non veterinary health assessment of animals and completion of all associated reports are logged.
- ii. Ensuring all animals on entry are transported in accordance with the GSPCA procedures in a caring and humane method.
- iii. Drawing attention of superiors to animals not considered to be fully healthy or considered to require veterinary attention and their transport.
- iv. To arrange work as an agent of the GSPCA when required to do so by a Veterinary Surgeon on GSPCA business.
- v. Subject to instruction from Management, to take details for animal rescue operations and pass on relevant information.

4. Security and Upkeep of Equipment

- i. Regular inspection of all equipment within the facility, with early reporting of any defects or deficiencies found.
- ii. Ensuring that the vehicles/buildings associated with the facility and their surroundings are maintained in a tidy and presentable standard.
- iii. Ensuring the security of vehicle/facility entrances, buildings and contents at all times.

5. Public Relations

- i. Ensuring that good relations are maintained and a professional, caring, compassionate image in all duties.
- ii. To ensure all uniform, appearance and vehicle procedures are adhered to and promote the good name of the Society.
- iii. When requested to communicate with the media as an ambassador for the organisation.
- iv. Assistance to the GSPCA Manager in the organisation of fund-raising and publicity events for the Shelter and with visits by schools or other groups.
- v. Taking all telephone enquiries into the Shelter, either answering queries directly or passing the caller to the correct department.

- vi. Shop management, including ordering, stocking, pricing, displaying and reviewing stock levels as well as reconciliation of takings on a daily, weekly and monthly basis
- vii. Dealing with the Inspectorate, Trustees, staff, volunteers and general public on a range of issues including animal acceptance and adoptions.
- viii. Efficient recording, filing and retrieval of all administrative records relating to animal acceptance, adoption and rehoming procedures.
- ix. Liaising, arranging and processing home visits.
- x. Liaising and interviewing prospective adopters or public bringing animals to the facility, booking appointments as required for boarding, cremations and arranging transportation for animals where appropriate
- xi. Assisting when required with administrative tasks and developing knowledge of I.T. systems
- xii. Ensuring the cleanliness and tidiness of all areas of reception and shop is maintained at all times.
- xiii. Adhering to all relevant Health and Safety policies and procedures.

6. Charity Shop

- i. Ensure the GSPCA Charity Shop area is run to a high standard, processing donated goods & developing a pricing strategy.
- ii. Growing a volunteer team to run the Charity Shop and helping generally around site.
- iii. Identifying opportunities, growing our customer base, improving our shop area.
- iv. Ensuring an up to date online presence and promoting goods on sale within the Shop and donated to raise funds for the GSPCA
- v. Promoting GSPCA events and schemes and raising funds to help the work of the GSPCA.
- vi. Increase income through the sale of goods in the Charity Shop

7. General

- i. Provision of cover for other departments when requested.
- ii. Providing assistance to Welfare staff where requested and liaise with the Welfare Department in matters pertaining to Animal Welfare issues and to supply written reports on any findings within the following 24 hour period.
- iii. Fulfillment of the duties and responsibilities of the Welfare Staff when authorised to act on his/her behalf during his/her absence.
- iv. To participate in any relevant training that the Society may determine is necessary.
- iv. Any other duties as directed by the GSPCA Manager.

Guernsey Society For The Prevention Of Cruelty To Animals

GSPCA Animal Shelter

N.B. THE CLOSING DATE FOR THE APPLICATION IS

FRIDAY 27TH JANUARY 2017.

INFORMATION FOR CANDIDATES

SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Full or Part Time Charity Shop Supervisor & Receptionist

1. Medical

As part of the selection procedure for employment, we may ask employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health & Safety at Work legislation and ensure that the proposed employment does not present any particular risks from a medical point of view.

2. References

We require two employment references, one of which must be from your present or last employer. References are not normally taken up until an offer of employment is made. If it is considered appropriate to obtain references at the interview stage, we would not approach a current or past employer without your prior consent.

3. Probation

The appointment will be subject to a probationary period of 26 weeks during which time an assessment will be made of your suitability for acceptance to a permanent position.

4. Salary

The salary scale is £8.07p per hour during probation rising to £10.09p per hour after successful completion of probation, although there are reviews during this time on performance during interim appraisals and reviews will be made on the performance of the charity shop area.

Salaries are reviewed each 1st January for "cost of living purposes" based on affordability. Salaries are paid on the last Friday of each month by credit transfer to a bank or building society.

5. Hours of Work

We are currently looking to man the Charity Shop area and a second reception desk for a total of 52 hours a week and looking to find two staff to man these hours. A normal day is 8 hours working 8am – 5pm exclusive of meal breaks with Sundays normally 11am until 4pm. The rota for this post is a roster covering 7 days a week, Monday to Sunday inclusive of Bank Holidays (although no additional payment is made for bank holiday work).

At present the rota is Thursday to Saturday but this can vary and it will be necessary on occasions to work additional hours according to the operational needs of the shelter.

6. Holidays

The holiday entitlement for a full time post is equivalent to 4 working weeks per year (1st April to 31st March) pro rata.

7. Notice

During the probationary period, the period of notice to terminate your employment is one week by each party. After this period, the notice period becomes four weeks in writing on either side.

JOB TITLE: GSPCA CHARITY SHOP SUPERVISOR & RECEPTIONIST

| | ESSENTIAL | DESIRABLE |
|---------------------------------------|---|--|
| PROFESSIONAL/TECHNICAL QUALIFICATIONS | LITERACY AND NUMERACY. ABLE TO UNDERSTAND WRITTEN DOCUMENTATION AND KEEP ACCURATE RECORDS. | GCSE ENGLISH AND MATHS EUROPEAN COMPUTER DRIVING LICENSE |
| EXPERIENCE & JOB KNOWLEDGE | WORKING OR VOLUNTEERING WITH ANIMALS OR THE PUBLIC | NVQ LEVEL 3 IN ANIMAL CARE OR EQUIVALENT OR CUSTOMER SERVICES. FULL CLEAN DRIVING LICENCE. EXPERIENCE WITH A WIDE RANGE OF ANIMALS AND THEIR FIRST AID DRIVING LICENCE |
| SKILLS & COMPETENCIES | WORKING WITH THE PUBLIC WORKING AS PART OF A TEAM STRONG INTERPERSONAL SKILLS AS EVIDENCED BY PAST EXPERIENCE AND ABLE TO COMMUNICATE BOTH IN WRITING AND VERBALLY ADMINISTRATION PROBLEM SOLVING COMPUTER RELATED SKILLS CUSTOMER FOCUS USE OF SOCIAL MEDIA | EXPERIENCE IN ANIMAL RESCUE FIRST AID QUALIFICATION VETERINARY NURSE QUALIFICATION DEVELOPING A PRICING STRATEGY RUNNING A CHARITY SHOP TRAINING VOLUNTEERS |
| PERSONAL QUALITIES | RESILIENCE TO STRESS AND EMOTIONALLY STRONG (EUTHANASIA) GOOD COMMUNICATION SKILLS A CONFIDENT AND SYMPATHETIC ATTITUDE TOWARDS ANIMALS AND THE GENERAL PUBLIC | ABILITY TO DEVELOP AND IMPLEMENT BEST PRACTICE GUIDELINES ABILITY TO FOSTER POSITIVE RELATIONSHIPS BETWEEN BUSINESSES, PUBLIC, STAFF AND VOLUNTEERS ABILITY TO TRAIN AND SUPERVISE AND MOTIVATE OTHERS ABILITY TO DEMONSTRATE SOUND JUDEMENT BASED ON KNOWLEDGE AND UNDERSTANDING ABILITY TO PLAN, PRIORITISE AND WORK UNDER PRESSURE ABILITY TO DEMONSTRATE A SOUND APPROACH TOWARDS OTHERS AND OPERATE WITH CONFIDENCE AND INTEGRITY ABILITY TO COMMUNICATE WITH THE MEDIA |
| SPECIAL CIRCUMSTANCES (if any) | PREPARED TO WORK UNSOCIAL HOURS | Maintaining vehicles and animal rescue equipment Developing a New Charity Shop |

JOB DESCRIPTION

A. MAIN JOB PARAMETERS

| | |
|------------------|--|
| JOB TITLE: | Animal Care Assistant (With Collection Officer, Reception & Night Duties) |
| LOCATION: | GSPCA |
| ACCOUNTABLE TO: | GSPCA Manager, daily supervisor are The Senior Animal Care Assistants |
| RESPONSIBLE FOR: | Animal Care, Collection and Welfare |

B. OVERALL PURPOSE OF THE JOB

The provision and maintenance of care and welfare for all animals under GSPCA care. To establish and maintain good customer care and relations and to undertake and complete all relevant administrative procedures in accordance with prescribed practice. On occasions responsible for the transport, collection, rescue and movement of animals as directed both on and off site in the name of the Society. The post holder is also required to assist with the receipt and disposal of animals for the GSPCA. To help provide 24 hour cover at the GSPCA Animal Shelter and assist on reception.

C. PRINCIPAL RESPONSIBILITIES

To undertake or assist with the following responsibilities as directed by the GSPCA Manager and Supervisors:

1. Staffing

- i. To ensure animals are moved correctly and assist staff with these duties.
- ii. Ensuring all health and safety measures and procedures are observed and adhered to by staff, volunteers and the general public whilst carrying out any duties. Reporting any accidents or incidents promptly and correctly in accordance with the GSPCA procedures.
- iii. Implementation of practical, day-to-day coaching and support to staff within the facility when required.

2. Animal Welfare

- i. The daily care, watering, feeding, hygiene, cleanliness and exercise, as appropriate to their species, of animals accommodated within the facility.
- ii. The prevention of outbreaks and transmission of disease.
- iii. Co-operation with veterinary surgeons in respect of the examination and treatment of animals including ensuring that treatments and medications are administered in the prescribed quantity at the specified intervals and any appropriate information is recorded at the Shelter.
- iv. Assist with stock control of equipment, feeding and cleaning supplies for the facility.
- v. Supervision of animal handling and transportation within and associated with the facility/vehicle.

vi. To undertake the implanting of micro-chips, in accordance with prescribed practice. Trained staff only are to assist in this requirement. All relevant recording documentation is to be completed in full and legibly. Always ensuring that each individual animal is thoroughly scanned before implanting takes place.

3. Receipt, Assessment and Disposal of Animals

- i. Non veterinary health assessment, in collaboration with other staff, of animals collected/entering and leaving the vehicle/facility, ensuring completion all associated reports.
- ii. Ensuring all animals collected are transported in accordance with the GSPCA procedures in a caring and humane method, as requested by the Receptionist or Management.
- iii. Drawing attention of superiors to animals not considered to be fully healthy or considered to require veterinary attention and their transport.
- iv. Assisting in the humane destruction of animals deemed unsuitable for rehoming or release, by the methods prescribed by the GSPCA, and the selection of such animals in conjunction, where appropriate, with the Veterinary Surgeon and other shelter staff.
- v. To assist as an agent of the GSPCA when required to do so by a Veterinary Surgeon on GSPCA business.
- vi. Subject to instruction from Management, to participate in animal rescue operations whilst observing Health and Safety Regulations.
- vii. Carcass and "Sharps" disposal in accordance with current procedures.

4. Security and Upkeep of Equipment

- i. Regular inspection of all equipment within the vehicle/facility, with early reporting of any defects or deficiencies found.
- ii. Ensuring that the vehicles/buildings associated with the facility and their surroundings are maintained in a tidy and presentable standard.
- iii. Ensuring the security of vehicle/facility entrances, buildings and contents at all times.

5. Public Relations

- i. Ensuring that good relations are maintained and a professional, caring, compassionate image in all duties.
- ii. To ensure all uniform, appearance and vehicle procedures are adhered to and promote the good name of the Society.
- iii. When requested to communicate with the media as an ambassador for the organisation.
- iv. Assistance to the GSPCA Manager in the organisation of fund-raising and publicity events for the Centre and with visits by schools or other groups.

6. General

- i. Provision of cover for the reception staff during breaks and when requested.

- ii. Providing assistance for the Welfare staff when requested and liaise with the Welfare Manager in matters pertaining to Animal Welfare issues and to supply written reports on any findings within the following 24 hour period.
- iii. Fulfillment of the duties and responsibilities of the Welfare Staff when authorised to act on his/her behalf during his/her absence.
- iv. To participate in any relevant training that the Society may determine is necessary.
- v. To help provide 24 hour cover at the GSPCA Animal Shelter.
- vi. Any other duties as directed by the GSPCA Manager.

PERSON SPECIFICATION

JOB TITLE: ANIMAL CARE ASSISTANT (WITH ANIMAL COLLECTION OFFICER, RECEPTION & NIGHT DUTIES)

| | ESSENTIAL | DESIRABLE |
|---------------------------------------|---|--|
| PROFESSIONAL/TECHNICAL QUALIFICATIONS | LITERACY AND NUMERACY. ABLE TO UNDERSTAND WRITTEN DOCUMENTATION AND KEEP ACCURATE RECORDS. | GCSE ENGLISH AND MATHS |
| EXPERIENCE & JOB KNOWLEDGE | WORKING OR VOLUNTEERING WITH ANIMALS (FOR ANIMAL CARE ROLE) | NVQ LEVEL 2/3 IN ANIMAL CARE OR EQUIVALENT. FULL CLEAN DRIVING LICENCE. EXPERIENCE WITH A WIDE RANGE OF ANIMALS AND THEIR FIRST AID DRIVING LICENCE |
| SKILLS & COMPETENCIES | WORKING WITH THE PUBLIC WORKING AS PART OF A TEAM STRONG INTERPERSONAL SKILLS AS EVIDENCED BY PAST EXPERIENCE AND ABLE TO COMMUNICATE BOTH IN WRITING AND VERBALLY ADMINISTRATION PROBLEM SOLVING | EXPERIENCE IN ANIMAL RESCUE COMPUTER RELATED SKILLS CUSTOMER FOCUS FIRST AID QUALIFICATION VETERINARY NURSE QUALIFICATION |
| PERSONAL QUALITIES | RESILIENCE TO STRESS AND EMOTIONALLY STRONG (EUTHANASIA) GOOD COMMUNICATION SKILLS A CONFIDENT AND SYMPATHETIC ATTITUDE TOWARDS ANIMALS AND THE GENERAL PUBLIC | ABILITY TO DEVELOP AND IMPLEMENT BEST PRACTICE GUIDELINES ABILITY TO FOSTER POSITIVE RELATIONSHIPS BETWEEN BUSINESSES, PUBLIC, STAFF AND VOLUNTEERS ABILITY TO TRAIN AND SUPERVISE AND MOTIVATE OTHERS ABILITY TO DEMONSTRATE SOUND JUDEMENT BASED ON KNOWLEDGE AND UNDERSTANDING ABILITY TO PLAN, PRIORITISE AND WORK UNDER PRESSURE ABILITY TO DEMONSTRATE A SOUND APPROACH TOWARDS OTHERS AND OPERATE WITH CONFIDENCE AND INTEGRITY ABILITY TO COMMUNICATE WITH THE MEDIA |
| SPECIAL CIRCUMSTANCES (if any) | PREPARED TO WORK UNSOCIAL HOURS PREPARED TO WORK NIGHT DUTIES PREPARED TO TAKE PART IN ANIMAL RESCUES AND LIAISING WITH OTHER ORGANISATIONS TO CARRY THESE OUT | Maintaining vehicles and animal rescue equipment |

Guernsey Society For The Prevention Of Cruelty To Animals

GSPCA Animal Shelter

N.B. THE CLOSING DATE FOR THE APPLICATION IS

FRIDAY 27th JANUARY 2017.

INFORMATION FOR CANDIDATES

SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Casual Animal Care Assistant Post

1. Medical

As part of the selection procedure for employment, we may ask employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health & Safety at Work legislation and ensure that the proposed employment does not present any particular risks from a medical point of view.

2. References

We require two employment references, one of which must be from your present or last employer. References are not normally taken up until an offer of employment is made. If it is considered appropriate to obtain references at the interview stage, we would not approach a current or past employer without your prior consent.

3. Probation

PERMANENT POSTS - The appointment will be subject to a probationary period of 26 weeks during which time an assessment will be made of your suitability for acceptance to a permanent position.

CASUAL/MATERNITY POSTS – N/A

4. Salary

Casual Zero Hour Post - £8.07 per hour

5. Hours of Work

Full Time Posts - A basic working year is 244 days (including paid leave). A normal day is 9 hours working 8am – 6pm exclusive of meal breaks. The rota for this post is a roster covering 7 days a week, Monday to Sunday inclusive of Bank Holidays (although no additional payment is made for bank holiday work). At present the rota is 4 days on 2 days off but this can vary and it will be necessary on occasions to work additional hours according to the operational needs of the shelter. A normal night duty week is at least 1 per week covering the Shelter from 6pm until 8am the next day, facilities are provided on site.

Casual Zero Hour Post – Shifts are offered on a basis of when required to meet the operational needs of the GSPCA

6. Holidays

Full Time Posts - The holiday entitlement for the full time post is 20 days per year (1st April to 31st March).

Casual Zero Hour Post – none

7. Notice

During the probationary period, the period of notice to terminate your employment is one month by each party.