Dear Applicant,

Full Time GSPCA Supervisor Animal Care & Welfare Team Member
Full Time GSPCA Senior Animal Care & Welfare Team Member

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.

For these posts we do ideally want applicants to have a full driving licence but will consider all applications. Please read the application pack thoroughly and complete all sections of the application form.

We will be reviewing applications as they arrive and inform successful applicants when interviews will take place.

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, Rue des Truchots, St Andrews, Guernsey GY6 8UD
Telephone: 01481 257261 Fax: 01481 251147
www.gspca.org.gg

Guernsey Society For The Prevention Of Cruelty To Animals

GSPCA Animal Shelter

INFORMATION FOR CANDIDATES

SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

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 of this post is 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 for the Full Time GSPCA Senior Animal Care & Welfare Team Member is £15.88 per hour during probation rising to £16.56 and for the Full Time GSPCA Supervisor Animal Care & Welfare Team Member is £16.15 per hour during probation rising to £16.84, both after successful completion of probation, although there are reviews during this time on performance during interim appraisals. The normal full time rota is 4 days on 2 off with 20 days paid holiday per year (i.e. approximately 2193 hours per year paid), but as the Full Time GSPCA Supervisor Animal Care Team Member these hours will vary depending on meeting the needs of the Animal Shelter and ensuring Senior cover working with the other Supervisors, GSPCA Ast Deputy Manager and GSPCA Manager.

Optional - Additional payments are available by helping cover night duty shifts.

Salaries are normally reviewed annually, and any increase is at our discretion. The review does not imply an automatic increase in salary. Salaries are paid on the 25th of each month by credit transfer to a bank or building society.

5.Hours of Work

Your 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 most bank holiday work). At present the rota is 4 days on 2 days off but this will vary for this post and it will be necessary on occasions to work additional hours according to the operational needs of the Shelter.

Optional - A normal night duty involves covering the Shelter from 6pm until 8am the next day, facilities are provided on site.

6.Holidays

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

7.Notice

Notice is 1 week during probation and 4 weeks after successful completion of probation.

8.Pension

The GSPCA has started a pension scheme from January 2023 which will increase in line with Guernsey Government's guidance.

9. Uniform and other Benefits

A uniform is provided and currently there are a number of other benefits such as reduced boarding to a 5 yearly holiday increment and bonus scheme, these may vary from time to time.

GSPCA

GSPCA Animal Shelter
Rue des Truchots, St Andrews, Guernsey GY6 8UD

Confidential

Application Form

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

1. Position(s) Applied for: _____

2. Personal Details

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

First Name _____ Home telephone no. _____

Mobile telephone number _____ e mail _____
(if convenient) *(essential for contact)*
Address _____

_____Postcode_____

3. Education and Training

Secondary School / Further Education	Dates form	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 have the necessary work permit to work in Guernsey? yes / no

Where did you see this post advertised? _____

9. Health

HEALTH AND DISABILITY
We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required to perform the functions of the job, as well as meeting each of the qualifications, skills and experience defined as essential. I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Job Interview Scheme. ☐

If you have any medical condition or disability and require any reasonable adjustments during the recruitment process or subsequent employment then please contact Guernsey Employment Trust on 01481 247999 or write details here.

Note the Society will consider making such adjustments as are reasonable in compliance with 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:	GSPCA Supervisor Animal Care & Welfare Team Member
SECTION/DEPARTMENT:	GSPCA
LOCATION:	GSPCA Animal Shelter
ACCOUNTABLE TO:	GSPCA Manager & Animal Care Manager
RESPONSIBLE FOR:	Day to day supervision of Animal Care Team Animal Shelter/Reception
GRADE:	Supervisor

B. OVERALL PURPOSE OF THE JOB

Responsible for the allocation and conduct of work within the Animal Shelter (hereafter referred to as the facility) including supervision and practical training of Animal Care Team and volunteers allocated to the facility. The post holder is also required to assist the Management in the provision of 24 hour cover at the Animal Shelter and to stand in for the GSPCA Ast Deputy & Manager as required.

C. PRINCIPAL RESPONSIBILITIES

To undertake or assist with the following responsibilities as directed by the GSPCA Manager/Care Manager:

1. Staffing
    i. Conduct and supervision of duties within the facility including the detailed allocation of such duties.
    ii. Ensuring all health and safety measures and procedures are observed and adhered to by staff, volunteers and the general public within the facility in particular and the Animal Shelter generally, 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, placements, work groups and volunteers within the facility.

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 the consulting veterinary surgeon 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.
    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.
    vi. Ensuring the care of boarding of animals and assisting where necessary to ensure our service is provided to the highest standards as set out.

3. Receipt. Assessment and Movement of Animals

    i. Non veterinary health assessment, in collaboration with other team members, of animals entering and leaving the facility, ensuring completion all associated reports.
    ii. On-going assessment, in conjunction with other staff, of animals within the facility with respect to their health, welfare, general condition and suitability for rehoming.

iii. Drawing attention of superiors to animals not considered to be fully healthy or considered to require veterinary attention.
iv. Liaising with the Senior team and Veterinary Surgeons, the humane destruction of animals sadly deemed unsuitable for rehoming, release to the wild or legal reasons inline with the GSPCA policies and procedures and working and supporting the team during these difficult times .
v. Clinical Waste and "Sharps" disposal in accordance with current procedures.
vi. Ensuring the provision of our cremation service and assisting where necessary to ensure our service is provided to the highest standards as set out.

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 buildings associated with the facility and their surroundings are maintained in a tidy and presentable standard.
iii. Ensuring the security of facility entrances, buildings and contents at all times.

5. Public Relations

i. Instruction of facility staff and volunteers in liaison with the public visiting the facility.
ii. Acting as the first point of contact for public enquiries where the Animal Care or Reception team may need Supervisor assistance and ensure that GSPCA policies and procedures are followed
iii. Assistance to the Management in the organisation of fund-raising and publicity events for the GSPCA and with visits by schools or other groups.
iv. Where necessary to assist the Work to Benefit team placements and training working with the Community and Training Officer and/or the States of Guernsey as well as other similar placements.

6. General

i. Provision of night cover for the Animal Centre in a roster administered by the Management.
ii. Fulfilment of the duties and responsibilities of the GSPCA Manager/Care Manager at the GSPCA when authorised to act on their behalf during their absence.
iii. Any other duties as directed by the GSPCA Manager/Care Manager.

NB: This Job Description is a statement of job content at July 2023. It should not be seen as precluding future changes.

PERSON SPECIFICATION

JOB TITLE: GSPCA SUPERVISOR ANIMAL CARE & WELFARE TEAM MEMBER

	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS	▪ Literacy and numeracy. Able to understand written documentation and keep accurate records.	▪ GCSE English and Maths
EXPERIENCE AND JOB KNOWLEDGE	▪ Full driving licence ▪ Experience of working in the GSPCA or similar environment ▪ Experience of working with Cats and Dogs and other animals. ▪ Experience of administering medication, microchipping and animal first aid	▪ NVQ Level 3 in Animal Care or equivalent. ▪ Full clean driving licence ▪ Experience of training and managing others
PROFESSIONAL / TECHNICAL QUALIFICATIONS	▪ Working with the public ▪ Working as part of a team	▪ Knowledge and experience in animal behaviour and animal husbandry as it relates to dogs and cats or other domestic animals.
SKILLS AND COMPETENCIES	▪ Strong interpersonal skills as evidenced by past experience and able to communicate both in writing and verbally. ▪ Administration. ▪ Problem solving.	▪ Working knowledge of small mammals, wildlife and/or farm animals. ▪ Computer related skills. ▪ Customer focus. ▪ First Aid at Work Qualification – or willingness to be trained
PERSONAL QUALITIES	▪ Resilience to stress and emotionally strong (euthanasia) ▪ Good communication skills (written and oral)] ▪ 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 volunteers and staff. ▪ Ability to train, supervise and motivate others. ▪ Ability to demonstrate sound judgement 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 through the medium of the Welsh Language is desirable (but not essential).
SPECIAL CIRCUMSTANCES	▪ A current driving licence ▪ Prepared to work unsocial hours ▪ Physically fit to lift and carry within the constraints of manual handling good practice and restrain a large dog.	

JOB DESCRIPTION

A. MAIN JOB PARAMETERS

JOB TITLE:	GSPCA Senior Animal Care & Welfare Team Member
SECTION/DEPARTMENT:	GSPCA
LOCATION:	GSPCA Animal Shelter
ACCOUNTABLE TO:	GSPCA Manager & Animal Care Manager
RESPONSIBLE FOR:	Day to day supervision of Animal Care Team Animal Shelter/Reception
GRADE:	Supervisor

B. OVERALL PURPOSE OF THE JOB

Responsible for the allocation and conduct of work within the Animal Shelter (hereafter referred to as the facility) including supervision and practical training of Animal Care Team and volunteers allocated to the facility. The post holder is also required to assist the Supervisors and Management in the provision of 24 hour cover at the Animal Shelter and to stand in as required.

C. PRINCIPAL RESPONSIBILITIES

To undertake or assist with the following responsibilities as directed by the GSPCA Manager/Care Manager:

1. Staffing
    i. Conduct and supervision of duties within the facility including the detailed allocation of such duties.
    ii. Ensuring all health and safety measures and procedures are observed and adhered to by staff, volunteers and the general public within the facility in particular and the Animal Shelter generally, 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, placements, work groups and volunteers within the facility.

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 the consulting veterinary surgeon 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.
    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.
    vi. Ensuring the care of boarding of animals and assisting where necessary to ensure our service is provided to the highest standards as set out.

3. Receipt. Assessment and Movement of Animals

    i. Non veterinary health assessment, in collaboration with other team members, of animals entering and leaving the facility, ensuring completion all associated reports.
    ii. On-going assessment, in conjunction with other staff, of animals within the facility with respect to their health, welfare, general condition and suitability for rehoming.
    iii. Drawing attention of superiors to animals not considered to be fully healthy or considered to require veterinary attention.

iv. Liaising with the Senior team and Veterinary Surgeons, the humane destruction of animals sadly deemed unsuitable for rehoming, release to the wild or legal reasons inline with the GSPCA policies and procedures and working and supporting the team during these difficult times .
v. Clinical Waste and "Sharps" disposal in accordance with current procedures.
vi. Ensuring the provision of our cremation service and assisting where necessary to ensure our service is provided to the highest standards as set out.

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 buildings associated with the facility and their surroundings are maintained in a tidy and presentable standard.
iii. Ensuring the security of facility entrances, buildings and contents at all times.

5. Public Relations

i. Instruction of facility staff and volunteers in liaison with the public visiting the facility.
ii. Acting as the first point of contact for public enquiries where the Animal Care or Reception team may need Supervisor assistance and ensure that GSPCA policies and procedures are followed
iii. Assistance to the Management in the organisation of fund-raising and publicity events for the GSPCA and with visits by schools or other groups.
iv. Where necessary to assist the Work to Benefit team placements and training working with the Community and Training Officer and/or the States of Guernsey as well as other similar placements.

6. General

i. Provision of night cover for the Animal Centre in a roster administered by the Management.
ii. Fulfilment of the duties and responsibilities of the GSPCA Manager/Care Manager at the GSPCA when authorised to act on their behalf during their absence.
iii. Any other duties as directed by the GSPCA Manager/Care Manager.

NB: This Job Description is a statement of job content at July 2023. It should not be seen as precluding future changes.

PERSON SPECIFICATION

JOB TITLE: GSPCA SENIOR ANIMAL CARE & WELFARE TEAM MEMBER

	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS	▪ Literacy and numeracy. Able to understand written documentation and keep accurate records.	▪ GCSE English and Maths
EXPERIENCE AND JOB KNOWLEDGE	▪ Full driving licence ▪ Experience of working in the GSPCA or similar environment ▪ Experience of working with Cats and Dogs and other animals. ▪ Experience of administering medication, microchipping and animal first aid	▪ NVQ Level 3 in Animal Care or equivalent. ▪ Full clean driving licence ▪ Experience of training and managing others
PROFESSIONAL / TECHNICAL QUALIFICATIONS	▪ Working with the public ▪ Working as part of a team	▪ Knowledge and experience in animal behaviour and animal husbandry as it relates to dogs and cats or other domestic animals.
SKILLS AND COMPETENCIES	▪ Strong interpersonal skills as evidenced by past experience and able to communicate both in writing and verbally. ▪ Administration. ▪ Problem solving.	▪ Working knowledge of small mammals, wildlife and/or farm animals. ▪ Computer related skills. ▪ Customer focus. ▪ First Aid at Work Qualification – or willingness to be trained
PERSONAL QUALITIES	▪ Resilience to stress and emotionally strong (euthanasia) ▪ Good communication skills (written and oral)] ▪ 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 volunteers and staff. ▪ Ability to train, supervise and motivate others. ▪ Ability to demonstrate sound judgement 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 through the medium of the Welsh Language is desirable (but not essential).
SPECIAL CIRCUMSTANCES	▪ A current driving licence ▪ Prepared to work unsocial hours ▪ Physically fit to lift and carry within the constraints of manual handling good practice and restrain a large dog.	