



Dear Applicant,

GSPCA Deputy Manager

Thank you for your interest in the above position. 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.

The closing date for this post is 29th August 2023. Applications will be reviewed by the 1st September 2023 by which time the successful candidates will be notified of the interview date for the post.

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



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 Animal Care Team Manager is circa £34,000 dependent on prior experience. 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 Animal Care Team Manager these hours will vary depending on meeting the needs of the Animal Shelter and ensuring Senior cover working with the Supervisors.

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 an optional pension scheme from January 2023 which is 1% employer contribution with the employee a minimum of 1% contribution. This 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 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 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

Job Title: GSPCA Deputy Manager
Location: GSPCA Animal Shelter
Line Manager's Title: GSPCA Manager

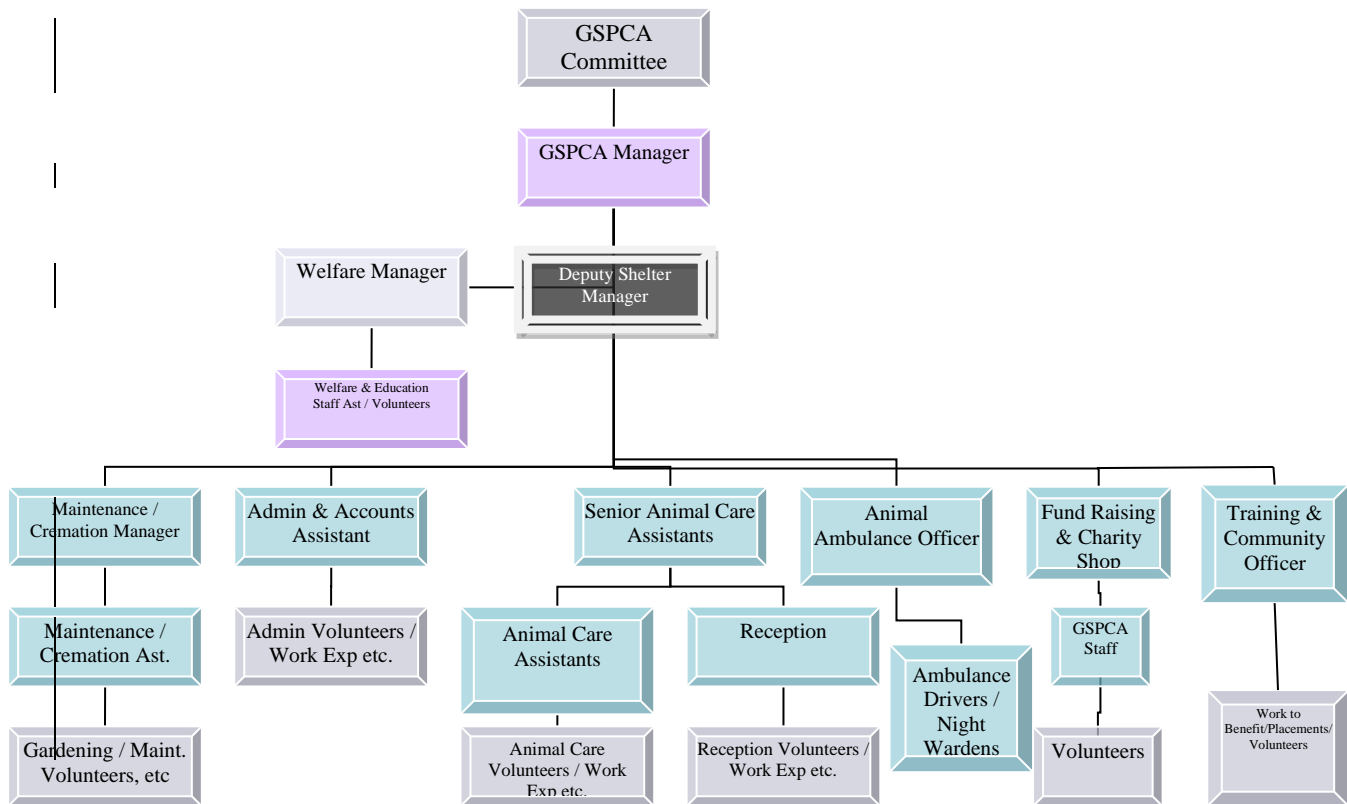
1. Overall Job Purpose

The main purpose of this role is to assist the GSPCA Manager and deputise in his absence, ensuring our team works towards and promotes the aims, objectives, strategy, vision and values of the GSPCA.

The GSPCA Manager is responsible for all the main operational areas to ensure the efficient running of shelter and the Deputy GSPCA Manager may be asked to assist with any of these. Full training and support will be given. Depending on the incumbent's previous experience these may include: Administration, Health & Safety (H&S), Human Resources, Training, Profile Marketing, Financial Management, Project Innovation, Wildlife & Animal Welfare, Boarding, Cremations, Education, Fundraising and Outreach.

The primary area in which the incumbent will assist the GSPCA Manager is the management of the Animal Shelter team, staff, volunteers, and placements. This involves ensuring the Animal Shelter has staff coverage 24 hours per day and will involve recruitment, routine supervision, organising the rota, training and general HR procedures. The incumbent should have experience managing a team and be familiar with all the human resource requirements that encompasses. An interest in animal care and welfare would be helpful but is not essential. The role involves working with minors and as such appropriate checks will be made.

2. Structure



3. PRINCIPAL RESPONSIBILITIES

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

3.1 Management and Administration

- Organise the rota to ensure provision of 24/7 cover for the Animal Shelter and Emergency Ambulance Service.
- Keep routine staff attendance, leave, sickness and training records liaising with the GSPCA Manager and other Senior Staff as appropriate. Collating the hours and night shifts worked on a monthly basis in order to provide information for payroll processing including any changes in staff details, tax codes and bank details.
- Assist the GSPCA Manager with recruitment and probation reviews, maintaining accurate records.
- Provide feedback to the GSPCA Manager on staff performance and help with agreeing objectives setting targets and holding regular appraisals.
- Assist with the maintenance of up to date advice and direction on dealing with all HR matters.
- Organise regular management and team meetings and reporting to the GSPCA Committee on any key issues raised at those meetings.
- Assist with overall support systems for staff and volunteers in order that a professional workforce and strong volunteer base is maintained.
- Implement appropriate measures and delegating responsibility to appropriate line reports for the maintenance of security and control of all visitors (staff and public) and contractors to the site.
- Assist the GSPCA Manager and the Training and Community Manager to ensure the smooth implementation of Work to Benefit and other placements into the departments of the GSPCA.
- Ensure we work within budget management and control measures assisting the GSPCA Manager to prepare business proposals and grant applications where required.
- Work with the GSPCA Manager to develop, implement and monitor standard operating procedures for all activities.

3.2 Site Management

- Assist with delegating tasks such as site repairs and maintenance of infrastructure and vehicle fleet through employed maintenance and grounds work team.
- Ensure all activities are conducted in the most cost efficient and effective way and resources are safely handled, including monitoring & training of appropriate staff in handling the site cash, and ensuring all funds are banked in accordance with society's policies & procedures.
- Provide input, when required, to projects including building maintenance and refurbishment. Assist with managing and delivering capital projects, including the new Wildlife hospital build.
- Assist the GSPCA Manager to ensure that policies & procedures are conducted with proper "due diligence" covering The Health and Safety at Work (General) (Guernsey) Ordinance, 1987, the Control of Substances Hazardous to Health (COSHH) Regulation and any other relevant legislation.

3.3 Animal Welfare

- Work with the GSPCA Manager and support the team so they can implement the GSPCA's objectives to provide care, rehabilitation and adoption of all animals for in our care, including caring for sick and injured wild animals and overseeing operational activities for domestic pets (boarding, cremation).
- At all times be aware of the importance of our site benefiting biodiversity with education and animal welfare in mind.

3.4 Health and Safety and Other Training Activities

- Assist the GSPCA Manager to ensure implementation of Health & Safety (H&S) and other training requirements for all staff/volunteers/placements, using and delegating where appropriate to line managers/supervisors to achieve identified objectives. Ensure that all health and safety precautions are taken to protect visiting groups and our staff.

3.5 Income Generation and Public Relations

- Assist the GSPCA Manager with any income generation or public relations matters in his absence.

3.6. Outreach & Education

- Work with the GSPCA Manager to ensure that opportunities are available to support the training of staff, volunteers, placements and other stake holders.
- Support the Animal Welfare Department, Training and Community Officer, Charity Shop Manager and others with any outreach work, which may involve local schools, community groups, colleges or universities.

Fulfilment of the duties and responsibilities of the GSPCA Manager when authorised to act on their behalf during their absence.

Any other relevant duties as agreed with and directed by the GSPCA Manager .

While at work all staff are required to:

- Adhere to the Society's charitable objectives which are to promote kindness and prevent cruelty to animals.
- Understand and comply with the Society Code of Conduct.
- Take care of their own health and safety and that of others who may be affected by their acts and omissions.

- Co-operate with Society policies and procedures. In addition to your normal duties, you may occasionally be required to undertake such other reasonable duties as necessary to meet the needs of the Society.

PERSON SPECIFICATION

Job Title: Deputy GSPCA Manager

	ESSENTIAL	DESIRABLE
professional/technical qualifications	A level or equivalent. GCSE English and Maths or equivalent. Literacy and numeracy. Able to understand written documentation and keep accurate records. Full Clean Driving Licence.	Management or human resource qualifications Relevant animal care or welfare qualifications
Experience & job knowledge	Supervisory/ people management experience Leadership skills and experience Customer service experience. Conflict management experience.	Working Or Volunteering with Animals (For Animal Care Role) Experience with a wide range of animals and their first aid Budget and financial management experience. Fundraising experience Conflict management experience. Media and Communications experience. Site and infrastructure management.
skills & competencies	Organisational skills. Interpersonal skills. customer care skills. IT skills. 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	
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 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 with the media	
Special Circumstances (if any)	Prepared to work unsocial hours Prepared to take part in animal rescues and liaising with other organisations to carry these out	Prepared to work night duties

