



JOB DESCRIPTION

Job Title: Senior Wildlife Assistant

Location: National Wildlife Rescue Centre (NWRC)

Hours: 37.5 hours per week on a shift basis between 0630 - 2300

Reports To: NWRC Manager, NWRC Assistant Manager

Overall Purpose of the Role:

To provide a caring and safe environment for all animals and maximise their comfort in the National Wildlife Rescue Centre by maintaining a high standard of animal husbandry. To work for the rehabilitation of wild animal casualties and their integration back into the wild. To maintain high standards of health, safety and wellbeing across all sections of the centre

Key Responsibilities:

Animal Welfare

- Oversee any treatments, medications and general care of all animals within the NWRC as directed by centre management and/or the Society's vets and ensure they are in line with NWRC protocols
- Attend to the welfare needs of all animals including food preparation, feeding routines and enrichment.
- Ensure that animal accommodation, isolation areas, pens, treatment and rooms are maintained to strict standards of cleanliness and hygiene and in line with the Society's policies on health and safety.
- Assist with locating suitable release sites and planning animal releases

Employee and Volunteer Management

- Deputise for the NWRC Assistant Manager as required.
- Supervising centre staff/volunteers in the absence of the Manager/Assistant Manager.
- Responsible for the Health and Safety of staff, volunteers and all visitors to the Centre in conjunction with the Assistant Manager/Centre Manager.
- Support training and supervision of staff/volunteers on a daily basis highlighting issues to Assistant Manager and Centre Manager as required



Centre Administration

- Maintain and monitor accurate animal records ensuring that each animal's care plan is carefully documented and visible to colleagues using the NWRC's various databases and information boards
- Work in line with the Euthanasia procedures of the NWRC, including carcass disposal while aligning with the Society's policy of not putting healthy animals to sleep
- Complete general administration duties diligently and operate the Wildlife database.
- Monitor Food stock levels, equipment and other relevant items and arrange for orders to be placed as required.
- Maintain good standards of housekeeping in all areas of the NWRC as directed
- Provide key holder duties for opening and closing of centre and support with provision of on call cover as required

Other Duties

- Model the Society's values, Committed, Compassionate, Professional, Expert, Collaborative and Adaptable in the workplace at all times.
- Handle enquiries from the general public and provide excellent customer service.
- Undertake any other general duties as directed by your line manager and co-operate with other members of staff as required.

NOTE: WE RECOMMEND THAT YOU HAVE AN ANTI-TETANUS VACCINATION

Person Specification:

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Good standard of education 	<ul style="list-style-type: none"> • Relevant animal care qualification • Customer care qualification
Experience & Job Knowledge	<ul style="list-style-type: none"> • Minimum of 12 months Practical experience working with animals across a variety of species • Ability to carry out own work whilst directing other staff • An understanding of and commitment to health and safety in the workplace 	<ul style="list-style-type: none"> • Previous experience in a customer focussed environment
Job Related Skills / Competencies	<ul style="list-style-type: none"> • Excellent communication skills • Ability to supervise team members 	
Personal attributes	<ul style="list-style-type: none"> • Commitment to animal welfare • Resilient and calm approach • Demonstrates professional integrity • Works well as a team 	<ul style="list-style-type: none"> • A commitment to and understanding of the benefits of animal welfare education
Additional relevant criteria	<ul style="list-style-type: none"> • Ability to work a shift pattern between 0630-2300 across all sections • Subject to a Disclosure Scotland standard check • Full UK manual driving licence 	