



RSPCA LLYS NINI – CARDIFF TO SWANSEA

JOB ADVERT

Animal Rehoming and Administration Manager – full time 38 hours

RSPCA Llys Nini Cardiff to Swansea is an independently registered charity (registered charity number 224337) affiliated to, but not directly funded, by the RSPCA.

RSPCA Llys Nini provides animal welfare throughout Swansea, Neath Port Talbot, Bridgend, parts of Rhondda Cynon Taff and Cardiff council areas. Llys Nini helps over 2,000 animals each year. Its main aim is to rescue, rehabilitate and re-home abused and unwanted animals.

We currently have a position available which is to provide assistance to the Animal Centre Manager, manage the Administration team and manage the rehoming and provision of the welfare of animals in our care at the Centre.

Job Title: Animal Rehoming and Administration Manager

Reporting to: Animal Centre Manager

Hours: 38 hours per week (Includes weekend work on rota basis)

Salary: tbc

To apply, please forward your covering letter and CV to:

admin@rspca-lysnini.org.uk

Closing date: Friday 1 April 2022

RSPCA LLYS NINI – CARDIFF TO SWANSEA
JOB DESCRIPTION: Animal Rehoming and Administration Manager
(Continued)

Key Purpose of Job:

- To provide assistance for the Animal Centre Manager in all aspects of running the Animal Centre;
- To provide cover during the Animal Centre Manager's holidays/absence and working every other weekend as duty manager per rota;
- Oversee and assist the Administration team;
- Oversee the day to day running of the Animal Centre Animal Rehoming team;
- Manage Animal Health and Welfare whilst at the Centre/at Vets/in transit;
- Liaising with the Inspectorate/Trading Standards/other organisations in conjunction with the Animal Centre Manager;
- Working with the Staff & Volunteer Wellbeing Officer and Safeguarding officer to ensure the provision of staff and volunteer needs are fit for purpose.
- Supporting staff and volunteers in achieving their duties.
- Keeping up to date with the Health and safety at work documentation requirements.
- Be an appointed responsible person on reception for coordinating emergency situations and first aiders.
- Develop the rehoming of animals throughout the branch area.
- Understand and interpret management accounts and setting, managing and working to budgets;

Key Duties

- Working with the administrative team to provide support, guidance and training to ensure the procedures are followed accordingly;
- Ensuring ASM database is operating efficiently and accurately;
- Oversee the running of the Animal Centre Animal Rehoming team, ensuring that general procedures in place are followed for animal feeding, cleaning, handling, exercising and training, by both staff and volunteers;
- Ensuring rehoming process is operating in an efficient manner to rehome animals in a timely manner including write ups on the animals for rehoming are accurate and presentable;

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- Liaising with the Inspectorate/Trading Standards in conjunction with the Animal Centre Manager, to ensure that the numbers and mix of animals at the Centre are sufficient and manageable;
- Provide assistance in the managing of animal health - working with the appointed person on vet visits; monitoring control of meds stocks and ordering stock in the most efficient manner;
- Ensuring the animal welfare needs are met on site, in transit, and at vets; reviewing biosecurity requirements; keeping abreast with any changes in Animal Welfare legislation and RSPCA guidelines so as to meet the RSPCA Licencing rules.
- Ensure that the rehoming procedure follows the set guidelines and works in an efficient manner;
- Managing admin and animal rehoming staff, working with the Staff and Volunteer Wellbeing Officer, ensuring training performed, appraisals done on a regular basis; performance met; being the first point of contact for addressing any areas of staff concerns or grievances.

Skills and Attributes

- Ability to cope with a variety of challenging situations in a calm and sensitive manner.
- Flexible approach to working in a variety of settings with individuals requiring different kinds of support.
- Good organisational and time management skills.
- Empathy and belief in the potential of all people.
- Good administrative skills.
- Understand and interpret management accounts.
- Experience in setting, managing and working to budgets;
- A proven record of the ability to manage staff and teams of staff.
- Good knowledge of Animal Welfare legislation.

Personal qualities, communicating and relating to others

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- Good communication skills, both verbal and written. Communication through the medium of Welsh is desirable but not essential.
- Working with deep integrity and professionalism
- Working well in a team situation and as a lone worker.
- A good knowledge and experience of animal handling & welfare requirements

Qualifications required

- Good experience of core computer skills – Word, Excel, database.
- Minimum level NVQ level 3 in Animal Management, other equivalent qualification, or proven professional experience is required.

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults.

Other requirements:

Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity.

Reporting to: The Animal Centre Manager

Overall responsibility for: Animal Rehoming and Administration Staff