

**Job description**

**JOB TITLE: Animal Care Assistant - Doggy Day Care**

**The Organisation**

Springboard is a registered charity which aims to support the development of sustainable communities where people have the skills they need for work and life.

With over 40 years of leadership in the sector the organisation provides a wide range of training and community development programmes across the north east of England. Springboard is an Investor in People, holds the Matrix Award for IAG and is a Disability Confident Employer.

**Position Summary**

The Animal Care Assistant (ACA) will support our Take The Leap Doggy Day Care Centre providing a small, industry-standard canine day care facility. In addition to the commercial day care facility for dogs Take The Lead will provide education and training opportunities to learners with a range of abilities and needs based on site, supervised and managed by our Animal Care Tutor.

**Conditions of Employment**

Position: Animal Care Assistant - Doggy Day care

Responsible to: Practical Skills Team Leader

Salary range: **£22,068 to £22,181.00**

Hours: 37 hours per week

Contract Term: Non temporary

Location: Doggy Day Care – Take the Lead Southwick Sunderland

Leave: 25 days per annum, pro rata, subject to local conditions, plus statutory holidays. Additional 5 days annual summer shut down.

All posts will be subject to DBS check. A copy of our Ex Offender recruitment policy and Equal Opportunities policy will be included in the recruitment pack.

The following list of duties and responsibilities must be taken as a guide and is not intended to be comprehensive.

**Key responsibilities and accountabilities**

Springboard operates in a demanding and often changing environment. Members of staff must be flexible, adaptable and willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be regarded as fully comprehensive:

· Work alongside existing staff and management to develop a commercial Doggy Day Care offer for external customers

· Support the day to day operation of the Doggy Day Care facility and to ensure that the highest standards of animal welfare are maintained

· Participate in the animal welfare and husbandry rota within the unit

· Develop and maintain good working relationships with animal welfare agencies and stakeholders

· Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage learners to take responsibility for their own behaviour

· Supervise learners on educational visits and experiences as required

· Provide information and advice to enable learners to make choices about their own learning, behaviour and attitude to progress into Animal Care employment

· Establish productive working relationships with learners acting as a role model and setting high expectations

· Promote the inclusion and acceptance of all learners

· Work with delivery staff to establish an appropriate learning environment and agreed support plans

· Carry out duties in accordance with the quality systems and procedures currently in place throughout the organisation

· Market Doggy Day Care within the community, working in the best interests of Springboard promoting and maintaining its goodwill at all times

· Assist in the development of new initiatives to support Springboard’s commitment to quality and continuous improvement

· Contribute to the maintenance of an efficient and safe environment within the guidelines of Springboard Sunderland’s policies on Health and Safety, Equal Opportunities and other policy guidance

· Carry out any duties which, from time to time, may be considered relevant to the post and within the scope of the post holder

**PERSON SPECIFICATION**

**Essential**

* Excellent interpersonal and communication skills
* Sound knowledge and experience of animal welfare legislation
* Recognised Animal Welfare/Management and Behaviour qualification at L2 or L3
* Experience of animal facility management
* Experience of liaison with commercial customers
* Good time management and organisational skills
* Commitment and Enthusiasm

**Desirable**

* Level 3 Diploma in Canine Care, Behaviour and Welfare or equivalent
* Experience of working with young people

Job Types: Full-time, Permanent

Salary: £22118.00 per year

Benefits:

* Company pension
* Free parking on-site
* Wellness programme

Schedule:

* Monday to Friday

Experience:

* Animal Care: 1 year (preferred)
* Learning support 1 year (preferred)

Work Location: One location

Job Types: Full-time, Permanent

Pay: £22,068.00-£22,181.00 per year

* Benefits:
* Canteen
* Childcare
* Company pension
* Free parking
* Health & wellbeing programme
* On-site gym
* On-site parking

Schedule:

* Monday to Friday

Experience:

* Animal Care: 1 year (preferred)