

## **WORK EXPERIENCE PERSON SPECIFICATION**

**Post:** Work Experience Animal Care Assistant  
**Responsible to:** Animal Care Supervisors & Deputy Manager  
**Hours of work:** Set day each week depending on availability and rotas.  
Hours are from 8:00am - 4:30pm weekdays  
or 8:00am - 4:00pm weekends and bank holidays.

*\* Please note this is an unpaid voluntary position.*

### **Essential Attributes**

- **A genuine interest and passion for the welfare of dogs and cats.**
- Confidence in handling dogs and cats of all breeds and temperament (*please note you will not be handling difficult or dangerous dogs*).
- Ability to cope with hard, physically demanding outdoor work in all weather conditions.
- Ability to work under your own initiative and as a member of a close-knit team.
- Must be well organised and thorough.
- Good communication skills.
- Flexibility.
- Steadiness under pressure.

### **Desirable Attributes**

- Work Experience in animal care, paid or unpaid.
- Customer service experience.

### **Time commitment:**

We offer placements to individuals who are looking for longer term placements for a minimum of 3 months due to the amount of training, time and supervision we invest in each person.

Placements are available 7 days a week but we do ask that people to stick to a certain day as we can only manage a set amount of people per day. Placements start at 8:00am and finish at 4:30pm Mon-Fri and 8:00am to 4:00pm weekends and bank holidays.

Attendance is extremely important to us as you will be part of a rota, this will be closely monitored and your placement will be terminated if your attendance is poor.

**Place of work:**

Gables Farm Dogs & Cats Home

**Transport needed:**

Due to the location of the Home, you will need to have your own transport or you will need to arrange private transport to the site. There are no public transport links to the Home.

**Training and support:**

- Work experience Animal Care Assistants will receive an ID badge, which must be worn at all times.
- Work experience volunteers will work with the Animal Care Assistants who will provide guidance and support. You will also be supported by the Animal Care Supervisors & the Deputy Manager.
- Work experience Animal Care Assistants will also attend an induction, task specific training at the start, occasional training & Health and Safety training.

**References:**

Two references required.

If you wish to apply for this position, please download the work experience role description, complete the application form and send in to the General Manager [info@gablesfarm.org.uk](mailto:info@gablesfarm.org.uk), alternatively you can send it in the post. CVs alone will not be accepted.

***Please Note:*** Candidates will be selected for a trial day if their application is shortlisted. This gives you the opportunity to see how we work, what the position involves and establish that you would like to complete your work experience at Gables Farm. It also enables us to assess your suitability for the position further.