



## Information for Candidates

<b>Job title:</b>	<b>Rehoming Co-ordinator x 2 posts</b> 1 x full-time (37.5 hours per wk) 1 x part-time (22.5 hours per wk)- fixed term contract of 13 months to cover maternity leave
<b>Location:</b>	Branch Catchment area
<b>Information about the branch</b>	
<p>The Manchester &amp; Salford Branch of the RSPCA is a separately registered charity. The role of the branch is to rehabilitate and rehome the animals that the national RSPCA charity rescues through the inspectorate service. We also offer free or low cost microchipping and neutering to people on a low income.</p> <p>We are self-funding and need to raise £400,000 each year to continue our work. The branch has four charity shops and a small fundraising programme.</p>	
<b>Summary of main terms and conditions of employment (please note that full details are provided with an offer of employment)</b>	
<b>Salary</b>	£15,717pa for full-time post (37.5hrs per week) £9,430pa for part-time post (22.5hrs per week)- FTC for 13 months
<b>Hours of work</b>	We are looking to recruit 2 x Rehoming Co-ordinators: 1 post 37.5 hours per week over 5 days, the other 22.5 hours per week over 3 days. Flexibility in terms of working days/hours is essential as the branch is operational 7 days a week.
<b>Qualities sought</b>	The successful applicant should have excellent communication and customer skills and the ability to work on his/her own initiative. Previous experience of working with cats and small animals would be useful.
<b>Holiday entitlement</b>	Full time staff receive 20 days (150 hours) per annum, part time staff receive pro rata equivalent.  An additional day's leave (7½ hours) will be awarded to all full-time staff at the end of each continuous year of service to a maximum of 25 days (187½ hours), part time staff receive pro rata equivalent.

Probationary period	Six Months
Notice period	<p>During your probationary period, your employment may be terminated by one week's written notice on either side.</p> <p>On satisfactory completion of the probationary period, four week's written notice on either side.</p>
Pension arrangements (if applicable)	Through The People's Pension
Any additional terms and conditions specific to the role	There may be occasions when you will be required to work above your contracted hours, which will be paid for
<b>Eligibility to work in the UK</b>	
<p>In order to comply with legal requirements, we ask all potential candidates to prove their eligibility to work in the UK as part of the selection procedure. If you are invited to interview, you will be asked to bring the appropriate original documents with you to the interview.</p>	
<b>Additional information (if appropriate)</b>	
<p>This is a physically demanding role requiring frequent bending, lifting and moderately heavy loads.</p> <p>You must have a Full UK Driver's License.</p> <p>You must have sympathy to the charity's purpose.</p>	
<p><b>Closing date:</b> Friday 13<sup>th</sup> October 2017</p> <p><b>Interview date:</b> Friday 20<sup>th</sup> October 2017</p>	
<p>Completed application forms should be returned via post to: <b>Susie Hughes, RSPCA Manchester &amp; Salford Branch, 565 Wilbraham Road, Manchester, M21 0AE</b> by the closing date of <b>Friday 13<sup>th</sup> October 2017</b>. We do not accept CVs.</p> <p>As a charity we are unable to acknowledge every application therefore if you do not hear anything further within four weeks of the closing date (i.e. Friday 12<sup>th</sup> November 2017) then you have not been short-listed for interview.</p>	