



## Information for Candidates

<b>Job title:</b>	<b>Rehoming Co-ordinator</b> full time (37.5hrs per week) or job share, permanent contract
<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 £500,000 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>	
Salary	£16,345.58 pa for full-time post (37.5hrs per week)
Hours of work	We are looking to recruit a Rehoming Co-ordinator either full time (37.5 hrs per week) or as a job share. You must be able to work one in three Saturdays and be flexible about the days of the week you work. Core working hours are 9.30 to 5.30, but from time to time an earlier start may be required (e.g. 8.30 to 4.30).
About the job	As a Rehoming Co-ordinator it is your responsibility to ensure that RSPCA minimum standards for animal rehabilitation and rehoming are met at all times. This is a busy job that involves collecting and transporting animals across the branch's network of foster carers and private boarding establishments, taking animals for vet appointments, regular health checking of the animals and ensuring supply needs are managed. As an ambassador for the branch you must have excellent written and verbal communication skills.
Qualities sought	We are looking to recruit a self-starter who is used to working independently and planning their own busy workload. Experience of working with rescue animals, especially cats and small animals is an advantage. Excellent customer service and communication skills are essential.

Holiday entitlement	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	During your probationary period, your employment may be terminated by one week's written notice on either side.  On satisfactory completion of the probationary period, four weeks written notice on either side.
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

#### **Eligibility to work in the UK**

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.

#### **Additional information (if appropriate)**

This is a physically demanding role requiring frequent bending, lifting and moderately heavy loads.

You must have a Full UK Driver's License.

You must have sympathy to the charity's purpose.

**Closing date:** Wednesday 14th March 2018

**Interview date:** 21st or 22nd March 2018

Please specify on your application is you wish to apply for the full-time post or job share. Completed application forms should be returned via post to: **Susie Hughes, RSPCA Manchester & Salford Branch, 565 Wilbraham Road, Manchester, M21 0AE** by the closing date of

**Wednesday 14<sup>th</sup> March 2018.** We do not accept CVs.

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. 9th April 2018) then you have not been short-listed for interview.