

Job Title: Animal Welfare Officer

Responsible to: CEO



Charity Profile

The Mayhew Animal Home was established in 1886 for the benefit of “the lost and starving dogs and cats of London so that they should have sanctuary from the cold inhumanity they are being dealt outside”. Today, The Mayhew is one of the busiest animal shelters in London, rescuing thousands of animals from cruelty and neglect each year. We provide shelter and care for cats, dogs, rabbits and when the need arises temporary accommodation for a wide range of other animals.

The Mayhew Animal Home strives to tackle the companion animal welfare crisis from every possible angle. The organisation is pro-active, innovative and continually works to assist animals and their carers.

We believe that animals, as living creatures, are entitled to legal, moral and ethical consideration and have a value beyond economic measure.

The Mayhew offers a wide variety of Community Animal Care services providing advice, care and assistance to animals and their carers whatever their circumstances.

Principal responsibility

To undertake Animal Welfare Officer duties on behalf of The Mayhew in accordance with the standards and ethics of The Home and in line with The Mayhew’s policies and procedures.

Main Aims

To promote a good image of The Mayhew by the maintenance of high standards in all communication with colleagues, external agencies and the general public.

- To identify and respond to urgent animal welfare issues arising outside The Home.
- To promote responsible ownership in the wider community to include the implementation of a proactive neutering programme.
- To assist in the organisation and promotion of our Community Animal Care initiatives ensuring prompt response to those in need.
- To ensure we always find ways to of assisting and strive to find solutions for every animal welfare situation.

Main Tasks

- To promote The Mayhew’s neutering programme ensuring that as many animals as possible are neutered.
- To identify and respond to all enquiries regarding animal welfare issues.
- To identify, assist and monitor hoarding households and work with owners and other organisations to deal with the associated problems.
- To trap stray and feral cats for neutering.
- To maintain excellent working relationships with external agencies e.g. RSPCA Inspectorate, other charities, social services, local councils, the Police etc.
- To attend and represent meetings and committees on behalf of The Mayhew and research and work on developing animal welfare policies for specific issues eg.the effects of the Dangerous Dogs Act.
- To liaise and build relationships with the homeless, travellers and pet shops.
- To transport animals when necessary and requested.

- To ensure The Mayhew's animal ambulances are well maintained as per our vehicle policy.
- To conduct checks of all agencies we refer callers to and ensure all information is up to date.
- To work in a supervisory capacity on Sundays at the Home
- To provide management reports as required.
- To attend regular meeting with management as requested.
- Any ad hoc duties as requested.

This job description reflects the current duties allocated to this position. These duties may be altered in the future to reflect changing circumstances and requirements of The Mayhew. This will be not done without the job-holders agreement.

Salary

Competitive salary dependent on experience.

Hours

Normally 35 hours per week, Sunday – Thursday. However, you may be required to work a reasonable amount of unpaid overtime and it is condition of your employment that you agree to this.

Holidays

25 days per annum plus Bank Holidays (or time off in lieu if required to work Bank Holidays).

Further information

The Mayhew is constantly striving to offer the best service we can and there is a possibility that, in due course, the working hours will be on a rota system.

Person Specification

Criteria	Essential	Desirable
Experience	Working in a busy, high pressure environment Hands-on animal experience	VN qualification/experience Charity/welfare work experience
Skills	Excellent and proven communication skills – written and oral Great time management Ability to work well under pressure Full clean driving licence	

Personal qualities	Professional and caring approach Conscientious Trustworthy and reliable Flexibility	
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To Apply

Please email your CV and covering letter to: Caroline Yates, CEO at caroline@mayhewanimalhome.org.

Closing Date

Thursday 18th March 2010