



Assistant Centre Manager - Vacancy

Reports to: Centre Manager

Hours: Wednesday – Saturday, 8am – 4.30pm, 32 hours

Location: Ashley Barn, Briantspuddle, Dorchester, Dorset, DT2 7HL

Annual Salary: £21,149.44 pro-rata (depending on age and experience)

Dorset Hedgehog Rescue are looking for a dedicated and energetic shift manager.

This role is offered on a permanent basis, following successful completion of a 3-month probationary period, and would ideally be suited to someone with relevant qualifications and experience of working in an animal care environment. The position will involve supervising volunteers, admitting and assessing casualties, and liaising with vets. Additional duties include general office tasks such as answering emails, giving advice to members of the public, and producing contributions for our newsletter and website/socials. The role requires the ability to work independently, as well as within a small team, and to be comfortable taking on responsibility for managing the centre.

The rescue is not accessible by public transport so access to a car and the ability to drive is essential.

Responsibilities:

- Assessing casualties on admission, formatting care plans and completing relevant paperwork according to Dorset Hedgehog Rescue protocols.
- Following devised care plans which will involve, amongst other tasks, administering prescribed medications, wound care and support feeding.
- Undertaking cleaning and feeding routines in association with DHR standard practice.
- Training, supervising and delegating jobs to volunteers, ensuring that correct handling methods are adopted to minimise patient stress and further injury and that rescue protocols are followed.
- Undertaking stock control.
- Ensuring equipment and DHR premises are maintained in an organised and hygienic manner.
- Dealing with the general public, animal and educational organisations, either in person or via the telephone/email in a professional manner.
- Supporting fundraising and publicity activities as required.
- Sharing responsibilities for the hand-rearing of orphaned hedgehogs overnight when needed.
- Any other tasks within the general remit of the above job description as agreed by your line manager.
- Proactively lead on own development and undertake regular performance reviews.

This is a unique opportunity to join a small team of individuals who are dedicated to alleviating suffering in our

Dorset Hedgehog Rescue
Ashley Barn, Briantspuddle, Dorset, DT2 7HL
Web: dorsethedgehogrescue.org
Email: info@dorsethedgehogrescue.org
Tel: 01929 290112



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native wild hedgehogs. DHR is a Hedgehog rehabilitation centre receiving admissions from members of the public, veterinary surgeries, the RSPCA, and other agencies. Every year we take in over 1,000 casualties which are cared for by a small but dedicated team of staff working alongside many volunteers. The rescue is open seven days a week, 365 days a year.



This is a demanding role that requires a dedicated, compassionate individual who has the willingness to go above and beyond. Many of the casualties we take in are in a very poor state so you will need to be able to cope with seeing distressed, suffering animals, alongside making some tough decisions (working with our vets and the rescue manager) regarding their best outcomes. This is also a very rewarding role - you will be working in a specialist environment allowing contact with a species that most people never get close to.

Person Specification

	<i>Essential</i>	<i>Desirable</i>
Education, training and qualifications:	<p>Educated to at least Level 2 in a relevant field.</p> <p>At least Level 2 Qualifications to include English, and Maths.</p>	<p>Level 3 in Animal Care.</p>
Skills and knowledge:	<p>Experience of handling wildlife.</p> <p>Interest in and knowledge of hedgehogs.</p> <p>Knowledge of legislation relating to animal care and wildlife species in particular.</p> <p>Ability to work well under pressure.</p> <p>Ability to prioritise and work to deadlines.</p> <p>IT literate: Knowledge of working with MS systems, email and a good telephone manner.</p> <p>A good communicator, both written and verbal. Good team worker.</p> <p>Ability to problem solve and use initiative.</p>	<p>Basic understanding of disease processes and common animal health issues, particularly those relating to wildlife species.</p> <p>Experience of using prescribed veterinary medicines and their routes of administration.</p> <p>Experience of working with volunteers.</p> <p>Experience of fundraising, and production of promotional and educational material.</p> <p>Experience of giving talks to community groups or a willingness to do so.</p>
Experience:	<p>At least 1 years' experience in a wildlife rescue environment.</p>	<p>Experience of working in a busy wildlife rescue.</p>
Personal attributes:	<p>Compassionate and caring.</p> <p>Organised.</p>	

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	Energetic and physically fit.	
Other special attributes:	Willingness to undertake further training in animal-based work. Flexibility: this role involves shift work including late nights, early mornings and shifts. Clean driving license.	

To apply, please send a current CV and cover letter clearly stating how you fulfil the requirements of the role and the person specification to manager@dorsethedgehogrescue.org