



## RSPCA Suffolk East & Ipswich Branch

Registered Charity No. 206269

### Job Description

<b>Job title:</b>	Animal Welfare Manager
<b>Location:</b>	Remote – daily field work will be required within the Branch Area (see attached map)
<b>Line manager:</b>	Branch Manager
<b>Direct reports (if any):</b>	Animal Welfare Officer or similar (in due course) / volunteer fosterers
<b>Salary:</b>	£22,500 per annum
<b>Working hours:</b>	37.5 hours per week
<b>Job purpose</b>	
<p>The Animal Welfare Manager (AWM) will work under the direction of the Branch Manager and will be accountable for all animal welfare activities and services carried out away from the Martlesham Animal Centre (MAC).</p> <p>Working collaboratively with the MAC, Private Boarding Establishments (PBEs), volunteer fosterers, National Society staff and other branch staff, you will deliver the animal welfare, veterinary provisions, and rehoming elements of the Branch strategy.</p> <p>You will proactively promote animals who are in the care of the PBEs or in foster homes that are available for adoption and manage the adoption process to ensure successful rehoming of animals.</p> <p>As a member of the Senior Management Team (SMT), you will lead by example and always maintain the excellent standards expected from the RSPCA, being supportive and sympathetic to the aims of the charity.</p>	
<b>Main Responsibilities</b>	
<b>Animal Welfare</b>	
<ul style="list-style-type: none"><li>● Oversee and manage the intake and rehoming processes undertaken within your area of responsibility, working closely with the MAC to determine and agree the most suitable accommodation for the animal in need i.e., MAC, PBEs or foster home</li><li>● To transport and network animals to/from the MAC, veterinary practices, PBEs, fosterers or any other animal charity as required.</li><li>● To ensure that animal accommodation provided by volunteer fosterers or PBEs is appropriate for the species and that animals are always dealt with appropriately to protect their welfare, including but not limited to, husbandry, clinical care, behavioural care, and enrichment.</li><li>● Act as the main contact for all volunteer fosterers and PBEs of the Branch, ensuring that all comply with RSPCA Minimum Standards and Minimum Expectations policies.</li><li>● Create, maintain, and develop positive professional relations internally and externally.</li><li>● Oversee the engagement of the Branch's veterinary provision in relation to animals in care of PBEs and foster homes.</li><li>● Manage completion of all required animal welfare administration, in conjunction with veterinary clinics, PBEs and volunteer fosterers, including ensuring medication records are maintained in line with guidance set by the veterinary medicine directorate.</li></ul>	

- To oversee the entry of data into Anilog, ensuring information is accurate and complies with any Branch related policies and procedures.
- Ensure appropriate records are kept including data for the Branch SAWA report.
- Manage and promote the Branch welfare, neutering and micro-chipping schemes, and issue vouchers to members of the public who meet the eligibility criteria within delegated authorities/budgets.
- Lead the animal welfare services of the Branch via face-to-face interactions, social media, the Branch and National Society websites, local community events and marketing materials.
- Liaise with veterinary practices, neighbouring Branches, trustees, volunteers and Regional staff to set-up, co-ordinate and operate any targeted animal welfare campaigns or schemes.
- In conjunction with the Branch Manager, develop the Branch animal welfare programme and work with colleagues and volunteers to deliver the overall Branch Animal Welfare Strategy.
- Under the guidance of the Branch Manager, develop and enhance the Branch fostering scheme, in consultation with the Centre Manager. This will include recruitment of new fosterers, supporting existing fosterers to ensure best practice in the care of Branch animals and ensuring they have the resources required.

#### **Human Resources**

- Manage staff employed within the Animal Welfare function.
- Ensure work rotas are set to always maintain adequate staffing levels and are published well in advance.
- Ensure staff training is kept up to date and relevant, staying within the allocated annual training budget.
- Maintain and manage the staff holiday rota.
- To manage recruitment, maintaining staff records, and ensuring an annual programme of 1:1 and performance appraisals is undertaken for all animal welfare staff.
- To ensure all animal welfare staff and animal welfare volunteers are communicated with and kept up to date with the activities their role oversees.
- Provide leadership to motivate, energise and enthuse staff to seek continual improvement in service delivery and individual personal development.

#### **Health and Safety**

- Ensure Branch Health and Safety standards and government policies and procedures are always adhered to.
- Ensure the Health & Safety of yourself and others who may be affected by your acts and omissions is adhered to.

#### **Fundraising & Marketing**

- Help where necessary with annual fundraising events e.g., Family Fun Day and Open Day
- Contribute to the Branch Newsletter each quarter.
- Actively promote responsible pet ownership by providing advice, education and attending events representing the Branch when required.

**General**

- Develop and maintain good working relationships with relevant external agencies e.g., other charities, PBEs and veterinary teams etc.
- Ensure the Branch vehicle is used in accordance with Branch policy and is kept clean and maintained including regular tyre, water and oil checks and service requirements are monitored.
- Ensure Branch equipment is cared for and maintained, regularly cleaned, sorted and stored securely when not in use.
- Adhere to, and adapt, when necessary, processes and procedures to ensure the continued efficient operation of all animal welfare activities covering volunteers and employees.
- Provide detailed reports and statistics for the monthly trustee meetings and attend the meetings as required.
- Accountable for budget adherence including income and expenditure in your area of responsibility.
- To work closely with the Branch Manager to identify areas of costs savings, alternatives to purchasing and income generation, and ensure all activity is as cost efficient and effective as possible.
- In collaboration with the Centre Manager, liaise with local press and build opportunities around media coverage to support the re-homing of animals and knowledge of the branch to the wider community.
- To work closely with the wider branch including home visit coordinator, animal welfare clinic and charity shops to communicate news, promotions and support higher welfare opportunities.
- Ensure that all Branch data protection and safeguarding policies are strictly adhered to in your area of responsibility.
- The post holder will, from time to time, be required to attend training courses determined as appropriate.
- In addition to your normal duties, you may occasionally be required to undertake such other reasonable duties as necessary to meet the needs of the Branch.

This job description is a statement of the job content required as of October 2021. It should not be seen as precluding future changes.

**Additional Information**

- The post holder will need to hold a clean manual UK Driving Licence
- The post holder will be provided with a Vauxhall Caddy (or similar) to undertake their duties

<b>Job holder's signature:</b>	
<b>Date:</b>	
<b>Line manager's signature:</b>	
<b>Date</b>	

