



# **Wildlife and Animal Welfare Supervisor**

## Information Pack

# Introduction

## Dear Candidate

**We're looking for an enthusiastic and motivated individual to join our team, working across N. Ireland to develop and co-ordinate our busy wildlife rescue service.**

**The USPCA is a membership organisation which advocates for animal welfare. You will be passionate about animal welfare and be a strong ambassador for the charity.**

**This is an exciting time to work for USPCA as we have ambitious plans to grow and develop.**

**If you feel you have the passion, experience and skills please complete the application pack.**

**Yours sincerely**

**Siobhan McHaffie**

**Director of Operations & Development**



# Who we are

The Ulster Society for the Prevention Cruelty to Animals (USPCA) is the second oldest Animal Welfare Charity in the world. It was founded in 1836 by Commander Francis Anderson Calder, a retired navy officer, as the Belfast SPCA. The eventual name change from Belfast to Ulster SPCA acknowledged the scale, scope and success of the Charity's expanded operations across the province.



The Charity's first initiative was to erect water troughs across the city for the sustenance of the heavily burdened working horses in industrial Belfast. Just over a year after its inception the charity had successfully lobbied for the Act of Parliament 'relating to the cruel and improper treatment of animals' to be extended to Ireland.



The purpose of our founders to 'Prevent Cruelty and Relieve Suffering' remains as the driving force for our charitable activities today. Whilst there are heartless individuals willing to inflict unnecessary suffering on animals the need for a USPCA remains.

# What we do

## Veterinary Clinic

Located on the outskirts of Newry, County Down, the USPCA Veterinary Practice is dedicated to the Relief of Animal Suffering. The Clinic is open six days a week and provides a full range of veterinary services to companion animals. For those owners who find it difficult to afford essential veterinary treatment, discount of up to 50% is available.

## Wildlife Rescues

Through our Animal Rescue Service, the USPCA relieves the suffering of injured



native wildlife.

Our Welfare Officers respond to hundreds of calls, bringing the injured animal for



examination by a USPCA vet in Newry. Badgers, birds of prey, hedgehogs, swans, foxes ... are just some of the animals rescued and treated at the

USPCA and released back into their native habitat.

Where it is not possible for one of our Welfare Officers to attend, we operate a Veterinary Voucher Scheme to ensure pain relief is available through a local veterinary practice.

## Animal Re-homing

Where an individual is no-longer able to look after their companion animal because of their changed circumstances or where a companion animal has been abandoned, the USPCA will ensure the animal finds a new caring owner. All animals are health checked by our vets



before being rehomed and a home check is carried out to ensure a successful match.

## Animal Cruelty Investigations

Investigations into serious welfare abuses that often take place well away from the public view are a very important aspect of our work.



In recent times Badger persecution, Cock Fighting, Dog Fighting, Puppy Farms and the illegal trafficking of pups have all been subjected to USPCA scrutiny. Information gleaned through our investigative expertise has been passed to enforcement agencies and successful prosecutions have resulted.

### **Companion Animal Food Parcels**

When the USPCA became aware of a marked growth in the numbers of pet owning families resorting to foodbanks the charity decided to offer the food banks pet food packs.



Companion animals receive first rate nutrition and pest control products donated to the Charity by manufacturers and the public. Assistance that ensures much loved pets can remain healthy and homed despite financial adversity.

### **Campaigns**

The advancement of animal welfare is one of the primary precepts in the USPCA mission. Working against a backdrop where Northern Ireland has fallen further behind the rest of the UK in legislating to enhance animal welfare; the USPCA continues to engage with the NI Assembly to inform and influence the

debate on a range of priority animal welfare issues.



### **Schools Programme**

By applying the old saying “prevention is better than a cure”; through our schools outreach education programme we give sound advice and guidance to future generations, promoting responsible pet ownership and an appreciation of our native wildlife. Presentations are given at schools and colleges and we also host visits at our animal shelter and rescue centre in Newry.



### **Pet Pledge**

Pet Pledge gives owners peace of mind knowing that, should the worst happen to a pet owner, the USPCA will be on hand to care for their pet and will find them a loving home with a considerate keeper.

# Strategy

## Vision

Our vision is:

***“A society where all animals are respected and free of unnecessary suffering.”***

## Mission

Our mission continues to reflect the originating objectives of our founders:

***“The prevention of cruelty to animals, the relief of suffering in animals and the advancement of animal welfare.”***

## Values

- The USPCA is **independent** and **objective** in the pursuit of its founding principle – the relief of suffering in animals.
- The USPCA delivers its services with **integrity** and **openness**, building **trust** with service users and stakeholders.
- The USPCA staff and volunteers are **passionate** and **committed** in their support of animal welfare and the relief of animal suffering; and strive for **excellence** in the delivery of our services.

## Strategic Objectives

The charity is coming to the end of its current three-year strategic plan in 2023. Our new three-year Strategic Plan will enable us to move forward to realise our ten-year vision.



# Job Description

Job Title	Wildlife and Animal Welfare Supervisor
Reporting to	Animal Care & Rehoming Manager
Location	Units 5 & 6 Carnbane Industrial Estate Newry with regular travel across NI * Hybrid working will be considered given the nature of the role.
Hours	35 hours per week
Salary Package	£23,000 - £26,000 (starting salary will be subject to experience); 3% employer pension contribution (pro rata)
Leave	23 days annual leave plus 9 public holidays
Duration	Permanent (six month probationary period)

## Principal Function

To work for the rehabilitation of wild animal casualties and their integration back to the wild. Providing co-ordination, management and support to the Wildlife Rescue Officers and growing volunteer group. The role will also involve leading on the development and implementation of wildlife protocols, and adhering to the highest levels of good practice centred on animal welfare.

## Principal Duties

### Supervision/Management Wildlife rescues and people

- Ensure line-managed staff receive their annual appraisal and regular one-on-ones, as well as continued support and motivation.
- Ensure designated areas and facilities for all animals in our care are well maintained, fully functional and in line with best practice and modern designs.
- Carry out procedures relating to staff conduct in accordance with USPCA policies.
- Ensure staffing levels are appropriate. Approve staff annual leave.
- Oversee and populate the roster shifts – ensuring there is adequate cover seven days per week.

- Ensure that new starters (volunteers and paid staff) complete the induction period in a timely manner e.g. standard procedures and probationary interviews.
- Arrange appropriate support for these individuals and identify training needs.
- Oversee daily operation within the wildlife services ensuring Officers and volunteers are working well as a team in an efficient and diligent manner, maintaining best practice, and effectively rehabilitating wildlife according to protocols.
- Develop and deliver a training programme for volunteers, overseeing that the utilisation of volunteers meets with our protocols and values.
- Play an active role in wildlife rescue and rehabilitation, providing cover and support rescuing wildlife to ensure seven-day cover.
- Provide leadership and management support to the team, including supporting the Animal Welfare & Rehoming Manager with other animal care or people-management tasks.

#### Develop and implement wildlife protocols

- Expand on wildlife protocols to ensure highest standards in animal care are consistently provided.
- Maintain information records.
- Carry out risk assessments and safety audits and other health and safety duties as directed.
- Identify potential safety issues and recommend training for staff and volunteers as appropriate.
- Improve rehabilitation techniques and skills through the coordination of specialist groups that facilitate open discussion, continued training and capacity building.
- Stock ordering and rotation.
- Identify suitable release sites for a large range of wildlife species.
- Organise and securing any licenses and permissions necessary for release work to be carried out.
- Ensure that release work is carried out in a suitable manner.
- Assist with design of new enclosures and cages on site.



- Represent USPCA at key networking events. Build networks and relationships to help further our mission.

## Operational management

- Rescue, admit, care for, prepare for release, release and monitor wildlife casualties according to the standard procedures and protocols of the centre.
- Accurately record information and assist in the collation of statistics.
- Carry out care and rehabilitation procedures, as defined in the centre protocols, for the benefit of injured wildlife. This involves hands-on treatment, care and monitoring all sorts of creatures (requiring different approaches).
- Oversee the cleanliness and hygiene of all areas, using if necessary specialised substances or equipment.
- Ensure PPE is provided and used appropriately.
- Work with the Vet team to ensure the correct clinical support is given to animals.
- Where appropriately trained, to ensure the medication prescribed by the veterinary officer is correctly administered, and, in his/her absence, to oversee the safe handling of drugs. This includes keeping accurate records of permissions given and calculations and administering correct dosages across all species.
- Work collaboratively with the Vet Team to identify animals in care that require moving to a different enclosure or animals that may be ready for release.
- Coordinate release of wildlife including the identification, surveying and preparation of release sites as well as the transportation of the animal to the release site.
- Represent the USPCA at wildlife meetings where required.
- Expand and develop a network of Veterinary Practices across N. Ireland to assist with the veterinary treatment of wildlife animals.
- Work collaboratively with other animal welfare/environmental organisations to further our mission and work.

## General and other duties

- To assist in the recruitment and training of volunteers and maintain a positive professional relationship with volunteers.
- To deal with members of the general public in a professional manner.
- To be willing to undertake additional training.
- To manage all data relating to clients in accordance with GDPR legislation and confidentiality.
- To promote the good image of the USPCA both internally and externally by communicating in a positive manner.
- Be true to our values.
- Work collaboratively with colleagues developing joint solutions and positive actions.
- Represent USPCA at meetings and public events.
- Such other duties as allocated from time to time.

## While at work all staff are required to:

- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- To adhere with USPCA policies and procedures for health and safety.

The nature of the position means that the post holder will also be expected to undertake any other task or work which arises within the scope of the role in order to meet the needs of our beneficiaries, including travel and event attendance outside normal office hours.

# Person Specification

<b>Qualifications</b>	3rd level qualification GCSEs in English & Maths at grade C or above.
<b>Essential Experience</b>	Two years' practical experience in managing wildlife rehabilitation cases or in animal care. (protocol evaluation, decision making, release organisation) Two years' experience managing staff, team of volunteers or work experience students. Animal care handling. Experience of working to set targets. Competent in the use of the main Microsoft Office software packages.
<b>Desirable</b>	Experience communicating with others, both individual and groups for training. Three years' experience in managing non-domestic animal or wildlife rehabilitation cases. (protocol evaluation, decision making, release organisation) Experience in working in animal care. Proven ability to establish and maintain relationships with external stakeholders. Wild animal handling, assessment.
<b>Knowledge and Skills</b>	Excellent planning and organisational skills, consistently meeting deadlines and targets in a busy environment. Strong presentation and communication skills. Results oriented. Excellent time management skills. Ability to think creatively.
<b>Attributes</b>	Personal commitment to achieving high performance within the workplace. Commitment to animal welfare. Highest level of integrity and ethics, aligning to the USPCA values. Confidence, credibility and adaptability to change. Full Clean Driving Licence and full-time access to a car. Able and willing to travel throughout Northern Ireland.

# How to apply

Please complete the application form and separate Monitoring form and return by email to: [recruitment@uspca.co.uk](mailto:recruitment@uspca.co.uk)

Or send by post to the following address:

USPCA  
Personnel – Confidential  
Units 5-6 Carnbane Industrial Estate  
Newry  
BT35 6PQ

The deadline is **5pm on Friday 21<sup>st</sup> February 2025**

## **Equality Monitoring and Criminal Convictions Disclosure**

Along with your application form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application.

## **Disability**

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact [headoffice@uspca.co.uk](mailto:headoffice@uspca.co.uk) so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

## **Equal Opportunities**

The USPCA is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.



# Timeline

Application form and Equality Monitoring form  
to be submitted by:

5pm on Friday 21st February 2025

Interviews

tbc





Please submit your completed application form to

USPCA  
Personnel – Confidential  
Units 5-6 Carnbane Industrial Estate  
Newry BT35 6PQ

Or email it to

[recruitment@uspca.co.uk](mailto:recruitment@uspca.co.uk)

Tel: 028 3025 1000

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