

**Job Description**

**Our Mission**

To make a great quality of life possible for all vulnerable animals, today and tomorrow.

**Our Vision**

A world where all people protect animals and value nature.

**Job Title:** Cattery Assistant

**Location:** Freshfields Animal Rescue, Caernarfon

**Hours:** Your normal working week will compromise of 22.5 hours per week between the hours of 7:30am – 3:30pm.

**Salary:** £11.44 per hour

**Reports to:** Operations Manager, Wales

**Job Purpose:** To provide an excellent standard of care to cats with a view to securing them a suitable home as soon as possible. To make a great quality of life possible for cats in our care, and beyond our care, as soon as possible.

**Key Activities**

**Cat Care**

* Daily care, watering, feeding, cleaning enclosures, pens, runs, crates, hygiene of cats, supervision of animal handling and transportation, prevention of outbreaks and transmission of disease.
* Co-operation under direction from the Operations Manager and the consulting veterinary surgeon in respect of the examination and treatment of cats including ensuring that treatments and medications are administered in the prescribed quantity at the specified intervals.
* Non-veterinary health assessments, in collaboration with other competent persons, of cats entering and leaving the rescue, ensuring completion of all associated reports.
* On-going assessments, in conjunction with other staff, of cats within the facility with respect to their health, welfare, general condition and suitability for rehoming.
* Drawing the attention of supervisors to cats not considered to be fully healthy or considered to require veterinary attention.
* Liaise with cat fosterers to clearly explain processes, support, mutual expectations, and follow up consultations or visits
* Take cats to external vet appointments, or in an emergency.

**Cat Rehoming**

* Pro-actively promote cats needing homes using a variety of effective and efficient media and methods at the required timescales.
* Liaising with the public visiting the facility, ensuring the safety of cats and the public during meetings, and any relevant information relayed to the Office staff regarding suitability of adoption.
* Take reservations for cats and liaise with Office Staff regarding arranging home checks.

**Facilities and Equipment**

* Understand and take responsibility for own health and safety and that of other with ongoing awareness of risk, prompt action and reporting.
* Regular inspection of all equipment within the facility, with early reporting of any defects or deficiencies found.
* Ensure stock rotation of medicines, stock and food supplies.
* Ensure the facility and surroundings are maintained to a tidy and presentable standard and secure at all times.

**Communication**

* Accurate, consistent, complete and secure records to be kept up to date on ASM.
* Staff communication diaries to be checked and updated daily.
* Volunteers are adequately supervised and infection protocols implemented
* Produce engaging and informative social media posts to generate further interest, generate further support, demonstrate the quality of care and impact of the work of the unit to our supporters.
* Engage with public on site to maintain and grow supporters to make your work possible through completion of receipt books, promoting advice and fundraising efforts and demonstrating genuine appreciation to our supporting public.
* Attend regular and one-off meetings as required.
* Support to deliver the Cattery Action Plans to ensure we meet our future goals.

**Other**

* Understand and uphold Freshfields Values, Policies and standards as per your Contract of Employment and Employee Handbook.
* Attend and complete training as requested.
* To undertake other duties as required by the Operations Manager.
* To adapt to the needs of the unit and external environment.

**Person Specification**

**Professional/Technical Qualifications/Experience**

* Experience of caring for multiple cats to a high standard within a professional environment in a paid or voluntary position.
* Good written English and basic maths ability is essential
* Animal Welfare qualification Diploma level desirable.
* First Aid training desirable
* Experience of hand-rearing kittens is desirable

**Abilities**

* The post holder should have the ability to make decisions on the routine matching of cats to potential adopters as per rescue rehoming guidelines, cat acceptance and allocation to the centre, and general cat nutritional requirements.
* Confident in dealing with difficult cats and all breeds of cats and accept an element of risk of injury from cats is inherent in the post.
* Confident communicator in person, written or on social media.
* Good administrative and organisation skills
* Able to drive the establishment vehicle under the charity's insurance as directed by the Operations Manager.
* Able to provide cover during colleagues Annual Leave
* Full, clean driving license with own transport is essential, or work duties and expectations met with alternative transport methods.
* The ability to speak Welsh, or having a willingness to learn is desirable.

**Qualities**

* Able to advocate for Freshfields whilst in work and also outside of work.
* Compassionate and resilient.
* Committed to an excellent standard of care and great outcomes for the cats.
* Can- do person with a positive attitude.
* Respectful to everyone involved with the rescue effort.
* Is a positive and passionate advocate for Freshfields rescue as whole.
* Keen to engage with people, provide advice and explore options to support the animals.
* Dedication to be reliable come wind, rain or shine.
* Able to work effectively unsupervised and as part of a team.