



**Job Description:** Sanctuary Manager

**Responsible to:** The Board of Trustees of Greyhound Rescue Wales (GRW) through the Sanctuary Director

**Location:** Greyhound Rescue Wales Sanctuary

**Salary:** £16,640 pa. The post includes accommodation on site and occupancy of the house is a condition of the post

**Probationary Period:** 6 months from commencement of the post

### **Role**

The purpose of the Sanctuary Manager Post is to oversee and manage the day to day proper functioning of the GRW Sanctuary At Hillcrest, Bryncethin Rd., Garnant, Ammanford

You will be responsible for the overall management of the Greyhound Rescue Wales (GRW) Sanctuary site. You will:

- maintain the highest possible standards of care for the dogs at the Sanctuary;
- maximise the sustainable rehoming of dogs in the care of GRW in conjunction with the GRW Rescue and Rehoming team;
- ensure the Sanctuary complies with the licensing or other statutory requirements that apply and any standards which may be established by GRW;
- As agreed with the Sanctuary Director; develop, manage and motivate a team of voluntary and paid Sanctuary Assistants;
- engage effectively with GRW personnel, partner organisations, regulatory bodies and members of the public;
- develop and manage additional income generating activities at the site;
- minimise the impact of operational activities on the environment, promoting energy conservation and the conservation and development of biodiversity of the site.

## **Responsibilities**

1. Implement animal acceptance, transport and rehoming procedures in accordance with GRW policy and in co-operation with the GRW Rescue and Rehoming Team.
2. Ensure all dogs entering the sanctuary are assessed and rehabilitated as necessary so that they may be matched to a suitable home and prepared for life as a family pet.
3. Co-operate with GRW personnel to maximise the rehoming of dogs in our care; for example by making available accurate and timely information about the dogs and ensuring appropriate dogs are able to participate in promotional activities.
4. Provide care, as necessary, for dogs resident at the sanctuary to ensure that all their needs are met to the highest possible standard including their safety, health, food, warmth, shelter, exercise and companionship needs.
5. Monitor and maintain animal welfare standards in accordance with legal requirements, GRW policy and ACDH standards.
6. Source supplies and liaise with suppliers. (including Veterinary Services)
7. Maintain accurate and effective records using the current IT based system ASM (Animal Shelter Manager).
8. Ensure effective relationships with members of the public who visit the site.
9. Establish and maintain positive relations with appropriate partner organisations.
10. Establish and maintain effective communication channels within GRW
11. Regular inspection of all buildings and facilities and reporting of repairs/maintenance required.
12. Review/monitor all aspects of site safety, including working practices In line with Health and Safety legislation and ensure the up to date maintenance of site risk assessments.
13. Supervision of the maintenance of gardens and grounds, including signs and notices, in a tidy and attractive state.
14. Supervision of the proper management of grassland paddocks, including keeping of fences, hedges, trees, ditches and gates in good repair.
15. Positive involvement in the development and management of income generating activities at the Sanctuary.
16. Positive involvement in the organisation of fundraising and publicity events for the Sanctuary.

17. Keep abreast of developments in animal rehoming/welfare sector.
18. Delegate some or all of these responsibilities to GRW staff or volunteers to assure the best use of resources and to maintain the best possible standards and practises when the Manager's is absent.
19. Participate in the recruitment of staff and volunteers.
20. As agreed by the Sanctuary Director, train, develop, and manage staff and volunteers to achieve individual accountabilities and organisational goals.
21. Develop/implement staff and volunteer rota systems that ensure adequate coverage of Centre tasks.
22. Develop the existing guidelines for dog feeding, cleaning, handling, exercising/assessment/training etc. disseminating these across the staff and volunteers.
23. Maintain a positive, stable working environment, in line with legal/GRW requirements/policies.
24. Help maintain the high regard in which GRW is held.

## **Person Specification**

### **ESSENTIAL SKILLS / EXPERIENCE/QUALITIES**

- a) Commitment to the welfare of greyhounds and lurchers.
- b) Experience of caring for rescue dogs and of the particular physical and emotional needs and characteristics of sighthounds, particularly ex-racing greyhounds.
- c) Knowledge of positive dog training methodologies and how these can be used to rehabilitate rescue sighthounds
- d) Sound understanding of dog behaviour and canine body language
- e) Self starter who can work well on own initiative
- f) Ability to motivate, supervise and manage volunteers
- g) Ability to manage income and expenditure budgets.
- h) Excellent interpersonal skills, able to communicate tactfully and effectively, orally and in writing at all levels with GRW volunteers, staff, and members of the public.
- i) Have excellent personal organisation skills, problem solving and decision making skills and adequate IT skills.

### **DESIRABLE SKILLS / EXPERIENCE / QUALITIES:**

- a) Previous experience of working for an animal charity in either a paid or voluntary capacity
- b) Experience of working in a paid or voluntary capacity in an animal sanctuary/rescue centre.
- c) Other relevant experience/qualifications e.g. disease prevention and sanitation, canine management, animal handling, animal welfare, nutrition, animal behavior, first aid.
- d) Ability/qualifications in the use of equipment such as needles and syringes (for treatment or micro-chipping), scanners, clippers etc.
- e) Demonstrable knowledge of principles and techniques of supervision, motivation techniques, basic techniques of supervision e.g. through managing a team of staff or volunteers.
- f) Full driving license with access to own vehicle.
- g) Ability to speak Welsh