

**Job Title:** Sanctuary Manager

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

**Location:** Greyhound Rescue Wales Sanctuary (Required to live on site)

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

**Hours:** 40hrs pw

**Can you manage and develop all aspects of our established and successful sanctuary and rehoming centre for unwanted greyhounds and lurchers in Wales?**

**Have you the skills and enthusiasm to?**

- maintain the highest possible standards of care for the dogs at the Sanctuary;
- maximise the sustainable rehoming of dogs in the care of GRW;
- 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 helpers;
- 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.

You will need to work flexible hours to meet the requirements of the position and to ensure the welfare of the dogs in your care. This is a vocational post and you will need to be highly motivated to manage the sanctuary to achieve the highest possible standards in all aspects of its operation. The post holder will be highly adaptable and will have a high level of skills in order to maintain and further develop the operational systems for the Sanctuary.

We are looking to recruit someone who:

- has a passion for greyhounds and lurchers and their welfare,
- has the skills required to maintain the existing high standards and develop the operations of taking in dogs, managing their care and assessment on site and then a successful rehoming to their 'forever homes'

- can be meticulous in the handling of the dogs and the data about the dogs using the ASM (Animal Software Manager) software as the basis
- has knowledge of positive dog training methodologies and how these can be used to rehabilitate rescue sighthounds
- has a sound understanding of dog behaviour and canine body language
- is a self starter who can work well on own initiative
- can develop systems and processes and monitor their effectiveness.
- can develop and manage a team of volunteer and paid Sanctuary Assistants
- will identify potential sources of income and ensure that they do not detract from the development of the dogs in the Sanctuary.
- can also manage the overall day to day supervision and management of the property

**It is a requirement of this post that the successful candidate takes up residence at the Sanctuary**

If you feel that you have the skills and commitment required, then further details of the post and our work can be found on our website: [www.greyhoundrescuewales.co.uk](http://www.greyhoundrescuewales.co.uk)

**For an initial conversation please call Lindsay Jackson (Chair) on 07875168166 or Sandra Wynne (Current post holder) on 07846102692**

**To apply** please complete the GRW Application Form and letter (maximum 400 words) indicating how you meet the criteria in the Person Specification to: [chair@greyhoundrescuewales.co.uk](mailto:chair@greyhoundrescuewales.co.uk) or by post to Lindsay Jackson, Chair, Greyhound Rescue Wales, Walnut Tree Barn, Guilsfield, Welshpool, Powys SY21 9LP

**Closing Date for applications: 12 noon on May 12<sup>th</sup> 2017**