**Out of Hours Animal & Site Care Assistant**

**Job Description and Person Specification**

**Reports to:** Care Farm Manager & Site Co-Ordinator

**Contract:** Permanent

**Hours:** Sunday: 4 hours (2 hours morning / 2 hours afternoon)

**Based at:** Lakeside Care Farm, Lower Moor Nature Reserve, near Oaksey

**JOB PURPOSE**

To make a major contribution to the delivery of Wiltshire Wildlife Trust’s (WWT) Strategic Goals:

* *improving health and wellbeing through connection in and with nature*
* *providing opportunities for Wiltshire’s children and young people to experience the joy of nature and nurture a lasting interest in nature*

**DIMENSIONS**

There are no line management or budgetary dimensions to this post.

**MAIN DUTIES AND RESPONSIBILITIES**

The main duties and responsibilities may include all or some of the below:

Horticulture and Animal Husbandry

1. Season-dependent, to undertake routine tasks required to ensure the fruit, flowers, and vegetables at the Care Farm continue to thrive over the weekends. This could include, but is not exclusively limited to, watering, weeding, movement of plants and adjusting polytunnels to account for the weather.
2. To ensure the polytunnels are kept in a safe and tidy state.
3. To undertake regular tasks to ensure the maintenance and care of animals at Lakeside. This could include, but is not exclusively limited to, feeding, watering, changing of bedding, routine health checks, checking enclosures, poo picking and completing ad hoc housing maintenance as required. Currently we have two Kune Kune pigs, nine chickens and four rabbits.
4. To undertake general grounds maintenance as and when required, such as path clearing.
5. Bring to the attention of the Manager any concerns over animal health in a timely manner.
6. Bring to the attention of the Manager any concerns regarding the site such as repairs/maintenance that may be undertaking.
7. Ensure areas of responsibility are secured during and after tasks are completed.
8. To help cover sessions at The Willows Care Farm near Melksham on an ad hoc basis if appropriate
9. Any other duties as may be reasonably requested.

**Other**

1. Maintain an understanding and commitment to the delivery of the Trust’s Strategic Plan
2. Comply fully with the Trust’s policies and procedures as detailed in the Staff Handbook
3. Comply fully with the Trust’s Health and Safety policies and procedures, including adherence to dynamic risk assessment protocols
4. Comply fully with the Trust’s Safeguarding policies and procedures
5. To champion the importance of environmental learning and education and the work of the Trust and the achievements of our students and users.
6. Attend and complete training (*e.g.* First Aid, Safeguarding), team meetings, staff conferences and briefings as required
7. Carry out any other duties as may be reasonably requested

**SAFEGUARDING**

Wiltshire Wildlife Trust is fully committed to safeguarding the welfare of all children, young people and adults at risk. All WWT staff will receive safeguarding training and must ensure that they comply with WWT’s safeguarding policy.

**BACKGROUND**

This post has arisen due to the continuing success of Wiltshire Wildlife Trust’s Care Farm provision at Lakeside on Lower Moor Nature Reserve and The Willows near Melksham. Each provides one-to-one nature-based therapeutic activities for children, young people, and adults with additional needs, social and communication difficulties, mental ill-health, and those needing emotional support.

**WORKING RELATIONSHIPS**

It is imperative that positive relationships are maintained with colleagues, as well as members of the public and, where required, WWT staff from other areas of the Trust.

**KEY CHALLENGES**

A key challenge will be working on your own initiative, whilst lone working at weekends. A further key challenge will be to undertake this throughout the seasons in all weathers.

**SCOPE FOR IMPACT**

There is scope to contribute to increasing the Trust’s commercial income in this role enabling the expansion of existing services and the development of new strands of educational services.

**EXPERIENCE, QUALIFICATIONS AND SKILLS REQUIRED**

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|  | **Essential** | **Desirable** |
| Qualifications | Basic numeracy and literacy. | * Relevant estates management qualification or animal husbandry qualification. |
| Experience | * Experience of animal husbandry and/or horticulture * Knowledge of relevant Health and Safety requirements | * Experience of animal husbandry and/or horticulture on a working farm or small holding. * Previous Care Farm experience |
| Skills & Knowledge | * Good practical skills in basic maintenance and gardening. * Confident engaging with animals. * Time management and organisational skills. * Ability to work under own initiative and problem solve independently. * Ability to work to deadlines. * Ability to carry out duties to a satisfactory standard and an acceptable productivity level. * Respect for safety and cleanliness of workplace. * Ability to work with minimum supervision and organise own workload. | * Knowledge of COSHH protocols |
| Personal attributes | * Strong personal motivation and a high level of trustworthiness. * Ability to remain calm in difficult or challenging situations * Fit and able to carry out physical demands of the role. * Sense of humour. |  |
| Additional requirements | * Able to work flexible hours to meet the needs of the animals. For example, during the summer you may be required on site from 7.30am and be required to return after 8.30pm for hot weather watering and to lock away the animals. * Able to provide own transport to the site. * Willingness to lone work under the Wildlife Trust lone working guidelines and support structures. |  |

Special note:

This job description does not form part of the contract of employment but indicates how that contract should be performed. The job description will be subject to periodic review and amendment in consultation with the post holder. The post holder may be required to perform duties other than those given in this job description. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.