

## **JOB DESCRIPTION**

**Job Title:** Deputy Cat Welfare Manager

**Responsible to:** Charity Manager: Cat Welfare Manager

**Directly Managing:** Cat Care Staff and Volunteers

**Hours of Work:** 5 days: 35 hours per week: Sunday to Friday - Fixed Term for 6 months. You will be required to work at weekends, bank holidays and be available to work additional hours to cover for sickness and holidays.

**Salary:** 16,380 Per Annum

**Annual Leave:** 5.6 weeks

**Purpose of the Job:** Deputising for the Cat Care Manager ensuring; the provision of a high standard of care for the cats and kittens in the charity's keeping and to find them suitable homes. Ensuring all procedures in the shelter are adhered to and carried out in a timely manner.

### **Tasks & Responsibilities:**

#### **Cat Care:**

Assist staff with feeding and medicating cats and kittens.

Allocate cleaning duties to the staff and volunteers each day and ensure the high standards are met and maintained at all times.

Assist with daily cleaning routine when required.

Oversee medical records, treatment of cats and monitoring any ill health.

Oversee new admissions, health checks and associated paperwork.

Arrange and undertake vets visits and complete any associated paperwork.

Share responsibility for round the clock medical checks and feeding of kittens as required.

Assist in assessing the adoption needs of each cat or kitten, provide information for the website and ensure the notice boards in each room are accurate and up to date.

Ensure barrier nursing methods and bio-security principles are adhered to by all staff and volunteers to prevent spread of infection.

Liaise with Cat Care Manager and Foster Carers to make arrangements for movement of cats and kittens in or out of the Shelter.

**Administration and Customer Care:**

Take ownership of reception duties and all day to day administration (delegating tasks where possible) for example; maintaining stock levels, recording diary entries and assisting with telephone and email/facebook enquiries.

Work with other members of the team to ensure our Website and Social Media accounts are updated and maintained.

Ensure that all policies and procedures are adhered to by yourself and all staff and volunteers. For example, but not limited to; Health and Safety policy, Manual Handling and General Data Protection Regulations (GDPR).

Oversee and assist with visitors to the Shelter including registration and checks, adoptions and the resulting administration.

Promote responsible pet ownership at all times, ensuring consistent messages of key issues; vaccinating, neutering, micro-chipping etc.