

The Sheffield Cats Shelter

Person Specification for the position of Deputy Cat Welfare Manager

Minimum Essential Requirements	Method of Assessment
Skills and Knowledge	
Experience of handling and medicating difficult or aggressive cats.	Application, Interview and Assessment.
Able to provide a high standard of customer care both interview & face to face, over the phone and in a written format.	Application and Assessment.
Line management or supervisory experience.	Application and Interview.
Ability to co-ordinate others and work as part of a team.	Application and Interview.
Able to respond in a calm and logical manner to emergencies or difficult situations.	Application and Interview.
Good understanding of bio-security principles.	Application and Interview.
Organised, able to work on own initiative and be a confident delegator.	Application and Interview.
Proven ability to work with a variety of IT packages and with Social Media.	Application.
Ability to work collaboratively with colleagues from levels of the organisation.	Application and Interview.

Work Related Circumstances	
Willing to share responsibility for provision of out of hours care and hand rearing duties, when required	Application and Interview.

(training will be provided).	
Able to provide cover for sickness and holidays. Able to work at weekends and on bank holidays.	Application and Interview.
A clean driving licence and an ability to drive The Sheffield Cats Shelter's van.	Application and Interview.

Desirable Skills / Experience	
Access to own vehicle for work related use.	Application and Interview.
Experience of Managing Volunteers.	Application and Interview.
Experience of Training and Developing others.	Application and Interview.
Experience of hand rearing kittens.	Application and Interview.
Experience of fundraising.	Application and Interview.
An understanding of Health & Safety at work.	Application and Interview.