



THE DONKEY SANCTUARY

WORKING WORLDWIDE

APPLICATION PACK

FARM WORKER/GROOM

Hannigans Farm

The Donkey Sanctuary (Ireland) Limited

Knockardbane

Liscarroll

Mallow Co. Cork

Ireland



National Training Awards
South West Winner 2010

Application Information

The Donkey Sanctuary (Ireland) Limited is an Irish registered charity (CHY 11617) working to improve conditions for donkeys and mules.

Mission Statement

To transform the quality of life for donkeys, mules and people worldwide through greater understanding, collaboration and support and by promoting lasting, mutually life-enhancing relationships.

Strategic Objectives

- Never to turn away from donkeys and mules in need and provide lifelong care for them in the UK and Ireland;
- Reduce the suffering of domestic and working donkeys due to neglect, ill-treatment, illness, ignorance and injury;
- Improve the lives of both donkeys and people through positive human donkey interactions;
- Ensure all staff and partners embody our core HR values of professional competence, excellent communication, team work, effective use of resources and personal effectiveness, and act as valuable ambassadors for the charity;
- Incorporate our three core values; compassion, collaboration and creativity in all that we do.

Guidance for Applicants

Applications

We are committed to recruiting the best people to fill our vacancies in a fair and equitable way. An application form helps us to compare individuals on a like for like basis and for that reason we do not accept a CV and will not be able to process applications that are not completed fully. Please note that if you submit your application via the Word document application form and you are shortlisted for interview, you will be asked to sign the declaration at your interview.

The Donkey Sanctuary is an equal opportunities employer and all appointments are made on merit. Short listing is carried out by assessing the information you provide against the requirements of the role as detailed in the Job Description.

Employment of Ex-Offenders

Appointment to this post is not subject to a Garda Clearance Certificate or Garda vetting, however all unspent convictions are requested to be listed on the application form. Please note that unspent convictions apply to any conviction within the last 5 years.

Qualifications/Examination Certificates

Originals of all relevant certificates should be brought with you to your interview.

Right to Work Documentation

Evidence of your right to work in Ireland should be brought with you to your interview. Relevant documents are:

- a valid Irish or European passport; or
- a full birth certificate

Please note that original documents are required.. Should you be successful in your application, you will be asked to bring the original document with you on your first day of work. A copy of this will be taken and retained confidentially on your personal file.. Please note that we are unable to make an offer of employment unless proof of right to work has been seen.

Informal Enquiries

Before submitting an application, you may wish to discuss the post further by contacting the Human Resources Department on +44 (0)1395 573130 or email applications@thedonkeysanctuary.org.uk

Returning Your Application

Please email your completed application to applications@thedonkeysanctuary.org.uk (preferred option).

Alternatively, please return your application to the address provided on the application form, or fax to +44 (0)1395 573062.

We are unable to accept late applications.

Contacting Applicants

Short listing of applications can often take up to 10 working days and we will always notify you to advise you whether you have been successful or not.. We will use email correspondence wherever possible to contact you. Please check your emails regularly, including your junk box. If you do not have an email address, it is important that you provide us with alternative contact details.

All applications will be kept on file, confidentially within the Human Resources Department in the UK for a period of 12 months.

If your application is unsuccessful, please do not be discouraged from re-applying; your skills and experiences may be what we need for our next vacancy. We also have a wide range of volunteering opportunities across Ireland.

Closing date for completed applications:

12.30pm, Tuesday 31st May 2016

Employment Package

Contract

This is a full-time, permanent contract starting as soon as possible. Working 39 hours per week Monday – Friday 8.30am – 5.00pm, including weekend work as part of a rota.

This is a multi-site, 7-day operation and therefore there may be some requirement to work flexibly to meet the needs of the Charity.

Salary

The starting salary for this role is €18,650 per annum.

Holiday

29 days holiday per year, inclusive of the 9 statutory public holidays. This increases by one day each year until a maximum of 34 days (pro rata for part time employees) is reached.

Probationary Period

Your probationary period will be 3 months. During this period, should either you or the Charity wish to terminate your employment, your notice period shall be 1 week. After 3 months of employment the notice period will be 1 month. You will have a probationary review meeting with your manager at the end of your probationary period.

Sick Pay

No sick pay is paid during the first 12 months of employment. If you are sick during this period you will be asked to take time off as either holiday or unpaid leave.

Uniform

Full uniform will be provided where appropriate.

Job Description

Post Title: Farm Worker/Groom
Department: Hannigans Farm
Grade: B1 – B2 depending upon relevant qualifications and experience.
Responsible to: Farms Manager

Overall Purpose

To provide care and rehabilitation for donkeys, mules, ponies and hinnies; maintain the buildings and areas, and to farm the land, all in accordance with the Farms Code of Practice.

Main Duties and Responsibilities

- To provide care by routine checking, feeding, medicating, grooming, weighing, worming and training the resident donkeys, mules, ponies and hinnies and assisting the vet, farrier and dentist;
- To provide care by operating machinery, and/or manually, mucking out, feeding and bedding up of barns and stables and distributing hay, haylage and bagged feedstuffs;
- To maintain the farm by sweeping, pressure washing, cleaning, field sweeping, haymaking, strimming, compost management, willow management and dirty water control;
- By supporting the Farm Manager in maintaining a safe working environment by risk assessment and following Health and Safety regulations and by maintaining farm security;
- By maintaining up to date manual records for the donkeys, farming practices, holidays and overtime including the Self Serve system;
- By supporting work experience students and interacting with visitors and Quality Time Volunteers in a friendly manner. Interacting with other Donkey Sanctuary departments;
- By providing feedback on a daily basis to the Farm Manager on matters such as donkey health, feeding regimes and land management and liaising with other staff to facilitate smooth running of the farms;
- To carry out any other reasonable duty as may be required.

Responsibilities of all Donkey Sanctuary Employees

- To work within the Charity's guidelines with regard to conduct, recognising its policies with regard to equality, and showing respect and co-operation towards fellow colleagues;
- Under Health & Safety legislation, all staff must work in the safest possible way in order to ensure their Health & Safety and that of all others who may be affected by their actions;
- Demonstrate a commitment to continuing personal development;
- To co-operate with management and colleagues to promote good communications through sharing appropriate information and building positive working relationships.

Additional Duties

- Working extra hours as part of a regular rota to provide cover for the donkeys, mules, ponies and hinnies (all farms);
- Willingness to travel to other farms;
- Mule behaviour training and handling;
- Speaking to the public, giving advice and attending promotional shows;
- Preparing donkeys for the foster scheme.

Responsible to: Farm Manager

Communication Links

Internal:

Farm Manager – daily exchange of information;
Other employees – daily exchange of information;
Other departments

External:

Visitors – making them welcome and ensuring their safety while on the farm;
Quality Time Volunteers and work experience students – supporting them while on the farm;

Hours

39 hours per week Monday – Friday, 8.30am – 5.00pm, to include weekend work as part of a rota. Flexibility will be required to work extra hours when donkeys are sick, for haymaking and for open days and fundraising.

Location

There may be occasions when the post holder may be requested to work at another location considered reasonable by the Charity.

Person Specification

Knowledge and Skills

Essential:

- Experience of animal husbandry;
- Full current valid driving licence or commitment to obtain within 12 months;
- Physical fitness and the ability to lift, for example, a bag of feed (approx. 20 kg);
- Willing to work outside in adverse weather conditions;
- Willing to undertake work related training include the Bronze Diploma.

Desirable:

- Ability to work as a team;
- People skills.