

JOB DESCRIPTION

POST: Out of Bounds Project/ Pet Lodge Manager

HOURS: 37.5 hours per week, weekend work required – with week days off

SALARY: £19,830 + Employers Pension contribution of 9.6%.

CONTRACT: Funded until end March 2012 – extension subject to further funding being secured

ANNUAL LEAVE: 21 days plus 10 public holidays

Main duties:

- The Management and Maintenance of current Funding – completing reports and evaluations to a high standard, and in a timely fashion.
- Successfully acquiring further Funding to ensure the future of the Project – completing Funding applications, meeting the needs of Funders.
- Managing the Project budget, preparing future budgets.
- Managing all financial records and spending.
- Prepare regular written reports for the Management Committee.
- Management, supervision, training and delegation of tasks to the Pet Lodge Assistant and key volunteers.
- Recruitment and retention of young volunteers for the Project.
- Delivering the Project to meet the unique needs of each individual referred.
- Supervise and assume responsibility for Project Group outings, Summer Group work and the Open Day.
- Organise and Chair quarterly Steering Group Meetings.
- Liaise with external organisations/ groups who wish to refer to the Project
- Liaise with Project referral agents, attending/ submitting reports for Social work, Accommodation and Educational reviews where possible.
- Engaging the volunteers in activities which will be beneficial for their future -Duke of Edinburgh, Millennium volunteering, Borders College Courses.
- The overall management and security of the Pet Lodge as an area. Ensuring all aspect of the Project and Pet Lodge meet the Farm's Health and Safety Policy.
- Ensure all aspects of the care and welfare of the animals kept in the Pet Lodge are met, including the maintenance of an adequate stock of suitable animals, a controlled breeding program, appropriate feed is provided, animal pens are kept to a high standard, animals are handled appropriately, animals veterinary needs are met, responsible management of sick animals – deciding upon euthanasia where appropriate.
- Supervise and assume overall responsibility for the Pet Lodge enterprises including Mobile Pets, attendance at Galas, Cuddle Corners, and the Pet Boarding Service.
- Liaise with the Public and support the volunteers in positive interactions.
- Work as part of a larger team, supporting “whole Farm events”

Other Duties

To carry out any other relevant duties which the Management Committee may allocate.