

## **ST FRANCIS ANIMAL WELFARE**

### **SHELTER MANAGER – JOB DESCRIPTION**

#### **Purpose of Job:**

To ensure the efficient management of the St Francis Animal Welfare shelter to the required standards of the charity and for the benefit of the animals in care.

#### **Reporting responsibility:**

To be responsible to the St Francis Animal Welfare Committee for running the shelter in accordance with broad policies and guidelines communicated by Honorary Officers, and to exercise delegated authority for the reasonable management of day-to day affairs.

#### **Main Duties:**

1. Manage staff on day-to-day basis
2. Ensure all prospective adopters and homes are checked.
3. Ensure all the animals at the shelter receive the proper care (health checks, feeding, housing and if necessary referring for veterinary attention)
4. As appropriate, oversee the advertising of animals up for adoption newspapers/ internet.
5. Refer animals to other specialist sanctuaries where care and facilities may be more appropriate
6. Ensure all adoption papers and fees are documented correctly.
7. Keep a proper record of all incoming and outgoing monies, and any relevant documentation to provide to the Treasurer
8. Provide adequate food for animals and keep accommodation in clean and tidy state, ordering appropriate food and bedding as required
9. Ensure proper maintenance of shelter
10. Provide collection and delivery of animals for veterinary treatment and, in special circumstances, arrange collection/delivery for public
11. Act as telephone and correspondence point of contact for shelter enquiries
12. Keep proper records, including financial records, of shelter activities and provide regular reports to the Committee, also conveying shelter requirements for approval
13. Report any issues of concern, including any complaints from the public, to the Committee
14. Report to the Committee any need to appoint staff, change staff working hours or dismiss staff. These are the responsibility of the Committee

#### **Personal Duties:**

- A. To ensure that you are dressed in appropriate attire and are clean and smart
- B. To adopt a polite manner to all members of the public
- C. To work within the Health and Safety Guide Lines at all times