

### Person Specification for Shelter Manager

Criteria	Essential	Desirable
<b>Professional/Technical Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general standard of education</li> <li>• Qualification in animal behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 in Small Animal Care</li> </ul>
<b>Experience &amp; Job Knowledge</b>	<ul style="list-style-type: none"> <li>• Good Customer Care skills</li> <li>• Good communication skills</li> <li>• Good administrative skills</li> <li>• In-depth animal care experience within an animal re-homing facility</li> <li>• People management</li> </ul>	<ul style="list-style-type: none"> <li>• Veterinary experience</li> <li>• Working within budgets</li> <li>• Working with the media</li> </ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• Competent with the use of MS Word, Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Confident leader</li> <li>• Systematic approach to working</li> <li>• Ability to work under pressure</li> <li>• Flexible approach to working</li> <li>• Emotional resilience to deal with challenging animal welfare situations</li> <li>• Full drivers licence</li> </ul>	<ul style="list-style-type: none"> <li>• Physically able to undertake animal welfare activities</li> </ul>