



# **Kennel Hand**

## Information Pack

## **Introduction**

### **Dear Candidate**

**We're looking for a talented and passionate individual to join our team.**

**Our Kennel Hands support our Animal Welfare Officers in playing a critical role in caring for the animals that come into our care.**

**You will be joining a team who are passionate about all animals.**

**No two days are ever the same and there is no better feeling than knowing and seeing the difference we get to make in the lives of animals.**

**You will gain lots of valuable skills and experiences to help you in your future career.**

**The physical demands of the role can be intense. The practical aspects require working with strong animals, carrying and moving equipment and animals at times!**

**The emphasis of the job involves working with people as well as animals. Strong interpersonal skills are essential to be able to cope with pressure and some emotional and at times stressful situations.**

**On balance it is an extremely rewarding role, getting to make a difference to animal welfare.**

**If you feel you have the passion, experience and skills please complete the application pack.**

**Yours sincerely**

**Siobhan McHaffie,  
Director of Operations**



## Vision

Our vision is:

***“A society where all animals are respected and free of unnecessary suffering.”***

## Mission

Our mission continues to reflect the originating objectives of our founders:

***“The prevention of cruelty to animals, the relief of suffering in animals and the advancement of animal welfare.”***

## Values

- The USPCA is **independent** and **objective** in the pursuit of its founding principle – the relief of suffering in animals.
- The USPCA delivers its services with **integrity** and **openness**, building **trust** with service users and stakeholders.
- The USPCA staff and volunteers are **passionate** and **committed** in their support of animal welfare and the relief of animal suffering; and strive for **excellence** in the delivery of our services.



## **Job Description**

<b>Job Title</b>	<b>Kennel Hand (Animal Care)</b>
<b>Reporting to</b>	<b>Animal Care Manager</b>
<b>Location</b>	<b>USPCA, Units 5 &amp; 6 Carnbane Industrial Estate, Newry</b>
<b>Hours</b>	<b>20 hours per week</b>
<b>Salary Package</b>	<b>£12.60 per hour &amp; 3% employer pension contribution;</b>
<b>Leave</b>	<b>23 days annual leave plus 9 public holidays (pro rata).</b>
<b>Duration</b>	<b>Permanent (six-month probationary period)</b>

## **Principal Function**

You will support our Animal Welfare Officers to provide critical support caring for sick, injured and stranded animals that come into our care.

The primary responsibility is for the provision of the daily care to the animals in the USPCA Hospital and Rehoming facilities, working to USPCA protocols and health & safety guidelines.

Implementation of behavioural modification programs for all species.

Attending to the needs of the individual animals including providing exercise/socialisation for all animals within the care of the centre.

Completing all relevant animal paperwork and updating the centre's computer data base for all animals held on site.

Play a role in the admission of animals for re-homing.

## **Animal Care**

- To prepare and provide food and water to all animals in the care of the USPCA, exercise them and refer them to the veterinary team or groomer as required.
- To clean, disinfect and maintain to a high standard of cleanliness, in line with USPCA protocols; animal accommodation and exercise areas, warehouse, wildlife enclosures, surrounding outside areas and animal food preparation area.
- To launder all rehoming and hospital animal bedding, ensuring clean supplies are available daily and maintain a clean and tidy laundry area.

- To complete admission and discharge documentation as and when required.
- To maximise the use of kennel, cattery and recovery space in order to do the greatest good for the highest number of animals in the care of the USPCA.
- To carry out routine daily health checks on the animals in the wildlife and rehoming facilities and report any physical or behavioural changes to the veterinary team.
- To carry out any treatment to animals in the care of the USPCA instructed by the veterinary team.
- To maintain reports, daily kennel sheets, and any other paper for each animal in the care of the USPCA. Ensure that these are written up clearly and daily so that veterinary staff and other USPCA staff can use them.
- To attend to the needs of the individual animals including providing exercise and socialisation for all rehoming animals that are within the care of the USPCA.

#### Animal Welfare Enquiries

- To respond to animal welfare enquiries, advise the public in accordance with guidelines and refer to the relevant statutory bodies as appropriate.
- To ensure all relevant paperwork and logs are completed and maintained.

#### General and other duties

- To maintain high standards of cleanliness and hygiene in the communal areas -kitchen and staff toilets and the corridors leading to these areas.
- To assist in the training of volunteers and supervise them in day to day operations at the USPCA.
- To deal with members of the general public in a professional manner.
- To be willing to undertake additional training.
- To carry out retail duties as required.
- To participate in events arranged by the USPCA to support the charitable work of the USPCA.

- To assist in the support of volunteers and maintain a positive professional relationship with volunteers.
- To manage all data relating to clients in accordance with GDPR legislation and confidentiality.
- To promote the good image of the USPCA both internally and externally by communicating in a positive manner.
- Such other duties as allocated from time to time.

While at work all staff are required to:

- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- To operate within USPCA policies and procedures.
- Be smart in appearance, wearing the uniform provided by the USPCA whilst on duty.
- Sensible shoes must be worn and hair of shoulder length or longer must be tied back at all times.

The nature of the position means that the post holder will also be expected to undertake any other task or work which arises within the scope of the role to meet the needs of our beneficiaries, including travel and event attendance outside normal office hours.

## Person Specification

<b>Qualifications</b>	<b>Animal Welfare / Care Qualification, Level 2</b>
<b>Essential Experience</b>	<b>Relevant experience of handling and working with animals</b>
	<b>Working knowledge of Health &amp; Safety and use of PPE</b>
	<b>Methodical approach to working practices</b>
	<b>Customer care</b>
<b>Desirable</b>	<b>One years' experience in the Animal Welfare sector</b>
<b>Knowledge and Skills</b>	<b>Good customer care skills</b>
	<b>Competence in IT systems including Microsoft Office.</b>
	<b>Results orientated, with the ability to take direction and seek improvements to advance animal care.</b>
	<b>Excellent time management skills with the ability to manage your own time effectively</b>
	<b>Good animal handling skills</b>
	<b>Confidence to seek guidance where appropriate.</b>
<b>Attributes</b>	<b>Personal commitment to achieving high performance within the workplace.</b>
	<b>Strong commitment to animal welfare.</b>
	<b>Highest level of integrity and ethics, aligning to the USPCA values.</b>
	<b>Enjoy working as part of an effective team.</b>

## How to apply

Please complete the application form and return by email to:  
[recruitment@uspca.co.uk](mailto:recruitment@uspca.co.uk)

Or send by post to the following address:

USPCA  
Personnel – Confidential  
Units 5-6 Carnbane Industrial Estate  
Newry  
BT35 6PQ

You will also be asked to submit a separate **equality form**.

The deadline is **Noon on Friday 20 February 2026**

## Equality Monitoring

Along with your application form, you will be asked to complete and return the Equal Opportunities Monitoring Form in a separate document. This will not be disclosed to anyone involved in shortlisting your application.

## Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact [recruitment@uspca.co.uk](mailto:recruitment@uspca.co.uk) so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

## Equal Opportunities

The USPCA is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.





Please submit your completed application pack to

USPCA  
Personnel – Confidential  
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Newry BT35 6PQ

Or email it to

[recruitment@uspca.co.uk](mailto:recruitment@uspca.co.uk)

Tel: 028 3025 1000

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