



JOB DESCRIPTION

Wildlife Officer (part-time)

Location: USPCA Head Office, Newry

Reports to: Wildlife Team Supervisor

Key Relationships: Vet team, Animal Care Manager, Customer Care Manager, Volunteer Coordinator

Remuneration Package: £24,500-£30,000 pro rata, Pension Contribution.

Contract: Permanent, Part-Time (18 hours per week)

About the USPCA

The Ulster Society for the Prevention of Cruelty to Animals (USPCA) is Northern Ireland's leading animal welfare charity. For 190 years, we have worked to protect animals, prevent cruelty, relieve suffering, and promote kindness across our communities.

We deliver vital services from rescuing and rehabilitating animals to tackling wildlife crime and educating the public. By joining our team, you will help ensure the delivery of high-quality veterinary care and support the organisation's mission to improve animal welfare across Northern Ireland.

Role Purpose and Key Responsibilities

The rescue, rehabilitation and release of injured wildlife and organising wildlife rescue volunteers.

- To respond promptly to animal rescue enquiries, assess the situation and take appropriate action within the USPCA rescue guidelines. Collect and transport animals to the USPCA veterinary care where necessary.
- To coordinate the vet order number scheme, maintain comprehensive and accurate records of the order numbers issued on behalf of the charity.
- To maintain accurate records on the USPCA wildlife database.
- To assist with recruitment, training and coordinating a network of wildlife rescue volunteers for regional wildlife rescues.
- To assist in the promotion of the rescue work carried out by the USPCA, taking photos and videos for use on the USPCA website and social media platforms.

- To assist at animal emergencies within the limit of training given and equipment used.

Wildlife Rehabilitation

- To maintain feeding and cleaning regimes for wildlife in USPCA care. Working with the vet to develop a treatment plan and administering medications prescribed by the vet.
- To ensure biosecurity is maintained in accordance with USPCA protocols.
- Supervising and keeping records of animal's rehabilitation progress. Reporting back to the vet with regular updates.
- Reintroducing wildlife to their native habitats slowly and in accordance with USPCA Protocols.

Cross-Organisational Collaboration and External Representation

- Work collaboratively with internal teams, including Customer Services, Veterinary and Rehoming, to support integrated service delivery and positive outcomes for animals, clients and stakeholders.
- Build effective relationships across the USPCA and contribute to service development, organisational priorities and cross-functional problem-solving.
- Represent the Wildlife team and the USPCA professionally at relevant meetings, events and external engagements, promoting the organisation's reputation and values.

General Responsibilities

- Ensure compliance with USPCA policies and protocols, including health and safety, and data protection legislation.
- Maintain accurate records.
- Promote and uphold the USPCA's mission policies, procedures, and values.
- Maintain professionalism, high standards of professional conduct confidentiality, and integrity at all times.
- Contribute flexibly to the needs of the organisation.
- Ensure the organisation is represented positively at all times.
- Take reasonable care for personal health and safety and that of colleagues, clients, volunteers and members of the public affected by the role.
- Ensure that facilities, equipment, systems and processes are safe, compliant, well maintained and fit for purpose.
- Deal with confidential and sensitive information appropriately and maintain professionalism in all internal and external interactions.
- Undertake additional duties, travel and attendance at events or meetings, including outside normal working hours, where reasonably required within the scope of the role.

Person Specification

Essential

Qualifications

- 5 GCSEs Grade C or above including English and Maths

Experience

- Relevant experience of handling and caring for animals in a work, voluntary, education or placement setting.
- Experience of maintaining accurate records, notes or case information.

Knowledge & Skills

- Ability to follow animal welfare, hygiene, biosecurity, health and safety, and organisational procedures.
- Good written and verbal communication skills, including the ability to deal appropriately with members of the public, colleagues and volunteers.
- Competent IT skills, including use of Microsoft Office or similar systems for record keeping.
- Ability to organise own workload, prioritise tasks and respond calmly to changing operational demands.

Personal Qualities

- Commitment to animal welfare and sympathetic to the aims and policies of the USPCA.
- Ability to undertake outdoor work, animal handling, cleaning duties, lifting/carrying equipment and manual handling tasks associated with the role.
- Flexible and reliable, with willingness to work varied hours, including evenings and weekends where required.
- Resilient, practical and able to remain professional when dealing with injured, distressed or vulnerable animals.

Desirable

- Recognised Animal Care qualification, Wildlife Rehabilitation qualification, or equivalent relevant qualification or willingness to commence appropriate study within one year of appointment.
- 1 year experience in wildlife rescue, rehabilitation, animal welfare, veterinary, rescue centre, sanctuary, zoo, conservation or similar environment.
- Experience supporting, training or coordinating volunteers.
- Experience working with veterinary teams or administering care/treatment under veterinary direction.
- Customer care or public-facing experience, particularly in sensitive or high-pressure situations.
- Experience in innovative practice to enhance the effective delivery of services.
- Ability to support service development, public education or promotional activity relating to animal welfare.

Other Requirements

- Full UK driving licence with access to transport and willingness to travel.
- Commitment to continuous professional development and to the USPCA's mission and values.