



## **Fostering Coordinator**

### **Information Pack**

# Contents

**01**

**Introduction**

**02**

**Who We Are**

**03**

**What We Do**

**04**

**Strategy**

**05**

**Job Description**

**06**

**Person Specification**

**07**

**How To Apply**

**08**

**Timeline**

# Introduction

Dear Candidate,

We're looking for a dedicated and compassionate Fostering Coordinator to join our team.

This role would suit an enthusiastic and compassionate individual who has a passion for animal welfare.

As a Fostering Coordinator you will play a key role in helping to us to ensure we can help more companion animals across N Ireland.

You will be working closely with the Animal Care team to help ensure companion animals in need of a temporary home-based situation are placed within our network of fosterers, before they are ready to move to their forever home.

If you feel you have the passion, experience and skills please complete the application pack. I look forward to hearing from you.

Yours sincerely

Siobhan McHaffie

Director of Operations and Development

# Who We Are

The USPCA is the second oldest Animal Welfare Charity in the world. It was founded in 1836 by Commander Francis Anderson Calder, a retired navy officer, as the Belfast SPCA. The eventual name change from Belfast to Ulster SPCA acknowledged the scale, scope and success of the Charity's expanded operations across the province.

The Charity's first initiative was to erect water troughs across the city for the sustenance of the heavily burdened working horses in industrial Belfast. Just over a year after its inception the charity had successfully lobbied for the Act of Parliament 'relating to the cruel and improper treatment of animals' to be extended to Ireland.

The purpose of our founders to 'Prevent Cruelty and Relieve Suffering' remains as the driving force for our charitable activities today. Whilst there are heartless individuals willing to inflict unnecessary suffering on animals the need for the USPCA remains.



# What We Do



## Veterinary Clinic

The USPCA Veterinary Practice is dedicated to the relief of animal suffering. The clinic is open six days a week and provides a full range of veterinary services to animals. For owners who struggle to afford essential veterinary treatment, a discount of up to 50% is available.

## Wildlife Rescue

Our Wildlife Team respond to hundreds of calls, bringing injured animals for examination by a USPCA vet. Badgers, birds of prey, hedgehogs, swans, and foxes are just some of the animals rescued and treated at the USPCA and released back into their native habitat. Where it is not possible for one of our team to attend, we operate a Veterinary Voucher Scheme to ensure pain relief is available through a local vet.



## Animal Rehoming

Where an individual is not able to look after their companion animal because of changed circumstances or where an animal has been abandoned, the USPCA will ensure the animal finds a loving home. All animals are health checked by our vet before being rehomed and a home check is carried out to ensure a successful match.

# What We Do



## Investigations

Investigations into serious welfare abuses that often take place well away from the public view are a very important aspect of our work.

In recent times Badger persecution, Cock Fighting, Dog Fighting, Puppy Farms and the illegal trafficking of pups have all been subjected to USPCA scrutiny. Information gleaned through our investigative expertise has been passed to enforcement agencies and successful prosecutions have resulted.

## Pet Parcels

When the USPCA became aware of a marked growth in the numbers of families resorting to foodbanks the charity decided to offer the food banks pet food parcels.

Companion animals receive first rate nutrition and pest control products donated by suppliers and the public. Assistance that ensures much loved pets can remain healthy and homed despite financial adversity.



## Animal Education

By applying the old saying “prevention is better than cure”; through our schools outreach education programme we give sound advice and guidance to future generations, promoting responsible pet ownership and an appreciation of our native wildlife. Presentations are given at schools and colleges and we also host visits at our animal shelter and rescue centre in Newry.

# What We Do



## Campaigns

The advancement of animal welfare is one of the primary precepts in the USPCA mission. Working against a backdrop where Northern Ireland has fallen further behind the rest of the UK in legislating to enhance animal welfare; the USPCA continues to engage with the NI Assembly to inform and influence the debate on a range of priority animal welfare issues.



## Social Enterprises

In order to help fund our animal welfare work, we operate several social enterprises. These include our Grooming Room, where we have a team of groomers who offer paid appointments for members of the public.

We have a vet clinic which supports a mix of private clients and our own animals, and a pet supplies outlet at our head office in Newry.

We also have three charity retail stores – Lurgan, Banbridge and Lisburn. We receive no government funding for our animal welfare work, so these outlets provide much-needed income for the charity.

# Strategy

## Vision

Our vision is:

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

## Mission

Our mission continues to reflect the 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.

## Strategic Objectives

Our current three-year Strategic Plan will enable us to move forward to realise our ten-year vision.



# Job Description

**Job Title** Fostering Coordinator

**Reporting to** Rehoming and Welfare Manager

**Location** Unit 6 Carnbane Industrial Estate Newry/hybrid

**Hours** 35 per week

**Starting Salary** £24,000

## Principal Function

Responsible for the development and implementation of a fostering network for domestic animals.

The role involves the recruitment, support and retention of a team of volunteer foster carers and the development of the appropriate support processes and procedures.

## Principal Duties

To help establish an animal fostering scheme. To manage the fostering network including recruitment, training and ongoing support to foster families.

To work closely with the Volunteer Coordinator to ensure volunteer standards are adhered to, including undertaking annual foster family reviews and regular one-to-one meetings with the foster families, to maintain positive relationships and ensure high standards of care are provided.

To ensure suitable foster accommodation is allocated for animals that would most benefit from a fostering environment. This will include thorough assessments for foster placements.

Transport companion animals to start fostering placement, for veterinary appointments and to meet potential adopters.

To work to set key performance targets relating to foster care recruitment and placements.

## **Principal Duties Cont.**

To assist in biosecurity measures and vaccination protocols to be followed for all fostered animals, adhering to Standards of Practice (SoP).

To liaise with the veterinary team in all matters affecting the health of the animals in foster care.

To ensure ongoing assessments and checks of fostered animals in respect of their health, welfare, general condition and suitability for rehoming.

To work with the Animal Care Manager and senior management to develop long-range programmes for foster care including implementing robust policies, procedures and risk assessments.

To order all food, cleaning supplies and equipment as may be required to support the fostering scheme, within budgetary limits set by the Animal Care Manager.

To manage the day-to-day development and implementation of a proactive animal fostering scheme and report on progress to the Animal Care Manager and senior management.

To maintain all necessary records for animals in foster care to monitor the health and wellbeing of animals throughout their time in foster care in line with SoPs.

To promote recruitment initiatives and take every opportunity to visit both foster carers and potential foster carers.

Prepare and complete paperwork relating to rehoming, including legal documents for transferring ownership and initiation of pet insurance. Process payments for adoption and goods.

To ensure carers are aware of their responsibilities in respect of the medical care of fostered animals and notify the fostering coordinator of any animal health issues as soon as these become apparent.

Proactively work with the Marketing team to promote animals available for rehoming on foster placement and keep on social media accounts relevant and on brand.

To maintain all records that relate to the fostering scheme, including financial and accounting systems, registers and statistics as required by senior management.

To ensure the records on Shelter Manager of animals in foster care are correct and regularly updated.

## **Principal Duties Cont.**

To review, process and record invoices and all other documents received in connection with the operation of the fostering scheme referring these to the animal care manager as appropriate.

To liaise with colleagues in other departments, including animal care, grooming, shop and veterinary.

To develop and maintain cooperative working relationships with other community agencies and organisations, that might generate potential foster carers.

To ensure that all Health and Safety procedures are observed and adhered to by foster carers, reporting any accidents or incidents promptly and correctly in accordance with USPCA procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and other Health & Safety regulations as may apply.

All staff may be required to work in the Centre on occasions, performing other animal care duties as appropriate.



# Person Specification

## Qualifications

GCSEs in English & Maths at grade C or above.  
NVQ Level 3 in Animal Care.

## Essential Experience

Two years' experience in the Veterinary / Animal Welfare industry.  
Relevant experience of handling and working with animals.  
Previous experience in a rehoming environment.  
Experience in developing and implementing SOP's and risk assessments.  
Ability to work on own initiative, with minimum supervision, and have good judgement to escalate issues or seek guidance as appropriate.

## Desirable

Experience of working with volunteers.  
Previous experience of animal welfare issues.  
Previous experience with Animal Foster Carer schemes.  
Experience of managing small projects.  
Knowledge of animal welfare.  
Knowledge of GDPR requirements.  
Health & Safety qualification.  
Sympathetic to the aims and policies of the USPCA.

## Skills & Competencies

Ability to work effectively as part of a wider team.  
A positive and proactive attitude.  
Reliable and flexible.  
Good communication and interpersonal skills.  
Ability to manage own time effectively.  
Ability to demonstrate tact and discretion when dealing with sensitive and confidential information or situation.  
Excellent customer service skills.  
IT literate.

# Person Specification

## Personal Qualities

Commitment to animal welfare.

Good standard of personal presentation.

Self-motivated to work independently.

A collaborative approach to colleagues and volunteers.

A reasonable level of fitness, stamina and mobility is required to complete the varied physical demands of the role.

Emotional resilience to manage the potentially emotional demands of the role.

Able to work in a fast paced, pressured environment.

## Special Circumstances

Ability to work a variety of hours, including evenings and weekends when required.

Full clean driving licence and being able to drive a USPCA vehicle.

# 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 monitoring form.

## **Equality Monitoring**

Along with your application form, you will be asked to complete and return the Equal Opportunities Monitoring form. Details 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.

# Timeline

**MAY**

**FRIDAY 24TH MAY 2024, 12 NOON**

- Application form and Equality Monitoring to be submitted.

**MAY**

**FRIDAY 31ST MAY 2024**

- First Interview
- Second Interview date TBC





# USPCA

PROTECTING ALL ANIMALS ESTD 1836

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