

Job Advert

Pet Service Administrator

We are looking to recruit a Pet Service Administrator to join our experienced community Domestic Abuse Team.

Location:	Bolton location with travel across the borough
Salary:	£19,291 per annum full time equivalent + 3% Pension contribution
Hours:	Post: 25 hrs per week over 5 days (salary £13,034) Some evening & weekend may be required
Holiday Entitlement:	30 days per annum plus bank holidays
Closing Date:	28th January 2022 at noon
Interview Date:	w/c 31 st January 2022

Background

Paws for Kids (trading name - Endeavour Project) has been operating since 1997 and is an independent Organisation, a Company limited by guarantee and a registered charity affiliated to Women's Aid England.

Located in Bolton, Endeavour Project is a community charity supporting local survivors of Domestic Abuse to move on with their lives, prevent repeated abuse and the indirect or direct effects of domestic abuse on families.

The Pet Fostering Service offers placements for families across the Northwest.

All Endeavour services are open to any person who has been subjected to intimate partner abuse or family abuse with a person over the age of 16 years. The support is open to all sectors of the community regardless of gender, sexuality, ethnicity, age and background.

Role Purpose

The main purpose of the Pet Fostering Administrator is to:

- Carry out reception duties for all Endeavour Projects including answering telephone calls and providing face to face customer service to the public.
- Ensure the delivery of a successful and efficient pet fostering service.
- Ensure that domestic pets who are homeless or at risk through domestic abuse are fostered safely and cared for until it is safe to return home.

About You

The ideal candidate will have experience of reception duties, demonstrate high levels of integrity and a can do attitude. An appreciation of the sensitive nature of the work plus an understanding of domestic abuse and its impact on families and pets is essential. Confidence around handling domestic pets is necessary.

You will be organised, committed to meeting deadlines and calm when working under pressure. Your commitment to helping families and their pets will ensure the delivery of an excellent service.

How to apply

The Endeavour Project values diversity promotes equality and challenges discrimination. We encourage and welcome applications from people of all backgrounds. This post, however, is restricted to women applicants only, due to the nature of the role. The Occupational Requirement as permitted under the Equality Act 2010, Schedule 9, and Part 1 Section 7(2) e of the Sex Discrimination Act 1975 applies. This post is exempt from the Rehabilitation of Offenders Act.

Please feel free to email c/o Angela Gray angela.gray@endeavourproject.org.uk if you require any additional support to apply for this role.

To apply for either post, please download an application form from our website www.endeavourproject.org.uk or request an application pack by emailing Angela Gray angela.gray@endeavourproject.org.uk please title the email 'Pets admin application'.

The closing date for applications to be returned is **12pm Friday 28th January 2022**

We will be looking to hold interviews **w/c 31st January 2022**

Please note if you do not receive a response within five working days from the closing date, then you have not been selected for interview.

Information

Paws for Kids is a Registered Charity no: 1084861

An enhanced DBS (Disclosure Barring Service) disclosure will be required for this role.

A current valid driving licence and the ability to provide a suitable vehicle for work with insurance cover for business use is desirable.