



Animal Keeper

Please read this document in its entirety before applying.

Position:	Animal Keeper
Job Reference:	FTAK1
Department:	Animals
Job Posted/Updated	19.08.21

About Us

The Hemsley Conservation Centre opened in 2015 as a small centre focusing on lesser known and endangered animals that are often overlooked in other collections. Since our conception, we have grown in size and are now home to a wonderful collection of species including lemurs, toucans, softbills, prehensile tailed porcupines, callitrichids, small felids, maned wolf, tapir and short beaked echidna to name a few. We are set to expand further with new species, new guest experiences and a growing team of professionals as part of our development.

Shortlisting:

We operate a shortlisting process that helps us ensure we are matching the right people to the correct roles so that we can meet our aims and objectives. As such interviews are comprised of two steps. Before applying, potential applicants should ensure that they meet the criteria in this document.

Please note that should you not be invited for an interview within 4 weeks of your submission date, you should assume that on this occasion you have been unsuccessful. Regrettably we cannot provide individual feedback.

Pre Employment Checks:

We offer employment on the following basis:

- Proof of eligibility to work in the UK.
- Two satisfactory references. At least one must be from previous paid employment for this role.

Equal Opportunities Monitoring

The HCC takes equal opportunity monitoring seriously in relation to all employment aspects. This document only outlines influential factors and requirements that are necessary for prospective candidates to successfully carry out the job this position defines.

To help us monitor equal opportunities, there is a separate form that we kindly ask you to fill out and attach with your application. This will not form part of your application and will be stored separately for monitoring purposes.

Applying:

All prospective applications must complete the associated application form in order to be considered for this position. Take careful note of the person specification as this forms a large part of our shortlisting matrix.

Although we accept Curriculum Vitae as supporting documents, we won't consider any application without a complete application form.

Once complete, all related documents should be emailed to enquiries@hemsleyconservationcentre.com with the subject 'FTAK1'.

If you are unable to email, please post to: Hemsley Conservation Centre, Crabtree Close, Fairseat, Kent, TN15 7JL and note 'HAK1' in the corner of the envelope.

Job Description

Title:	Animal Keeper
Reference:	FTAK1
Department:	Animals
Report to:	Head Keeper
Qualifications:	Level 3 Animal Management Qualification or equivalent.
Starting Pay:	NMW

Role Purpose and Dimensions:

- Follow instruction from head keeper and senior staff members in relation to animals under the care of the animal sections.
- Support the function of senior staff by undertaking additional duties as required.
- Directly contribute to all aspects of animal care, including husbandry routines, environmental enrichment, and veterinary intervention as required.
- Take part in all aspects of animal management, including observations and record keeping, supporting and participating in zoological research.
- Participate in education, media and marketing initiatives to encourage public understanding of animals and promote the HCC mission.

The Role:**Key Duties:**

- Daily husbandry and care for the animals within designated sections.
- Maintenance and up-keep of keeper records and daily reports.
- Preparation of diets.
- Maintenance.
- Upkeep of animal behaviour and animal husbandry training.
- VIP experiences, media and guest interaction.

Animal Management

- Ensure exemplary standards of husbandry, health and welfare standard within all animal sections given by keepers.
- Collate and maintain animal observation records.
- Contribute to zoological research.
- Records of animal enclosure security checks.
- Monitor all the animals within your areas of responsibility for signs of illness, injury or distress. Co-ordinate with the head keeper to organise necessary actions.
- Maintain and advance animal welfare including the design and implementation of enrichment and training programmes for animals on all sections and make sure this is filtered through to the keeping team.

Human Resources

- Supervise volunteers and work experience.
- Undertake programme of CPD.

Health and Safety

- Ensure site wide adherence to health and safety policies and procedures.
- Complete checks on animal health, equipment and enclosures before opening and closing and periodically throughout the day.

Communications, education and public awareness

- Facilitate and participate in education, media and marketing initiatives as required.
- Engage guests informally during course of duties.
- Ensure an exemplary visitor experience for all visitors.

Compliance and best practice

- Support and participate in zoo licence inspections, and other audits as required.
- Maintain understanding of ethical, population management, and animal welfare policies.
- Assist with zoo wide operations and commercial activities such as events, conferences and experiences.
- Any other duties instructed by the senior team members.

General:

- Maintain high levels of professionalism, service and personal appearance at all times.
- Undertake any other reasonable duties, which may be asked of you by senior team members.
- Responsible, along with other staff members for compliance with health and safety regulations for yourself, animals, colleagues and visitors.

Person Specification:**The Candidate****Qualifications and Experience**

- A degree in animal management or biological sciences.
- Extensive knowledge and wide-ranging experience of exotic animal management.
- Specialist taxonomic knowledge and experience.

- Demonstrable experience supervising teams.
- Contemporary knowledge of exotic animal husbandry.
- Understanding of relevant legislation and best practice.
- Knowledge of issues affecting zoological collections and their contributions to conservation, science and education.
- IT skills and proficiency in use of software (word processing, spreadsheets, presentations and animal record systems).
- Full driving licence valid for the UK.
- Basic understanding of health and safety requirements.
- Proven experience managing/leading staff and volunteers.

Attributes

- Aptitude for combining academic and practical aspects of the role.
- Aptitude for innovation and practical problem solving.
- Strong communication and people skills.
- An understanding of the values and behaviour expected within this role.
- Understanding of animal training techniques and enrichment implementation.
- Understanding of the roles of zoos in conservation, education and research.

Benefits

- Discounted catering and retail purchases incl. entry tickets and experiences.
- Free tickets
- Staff Treats discount programme.
- Employee Assistance Programme.
- Opportunity to be involved in collection planning.
- Good public transport links to London and surrounding counties.

Start Date:	ASAP
Closing date (Applications):	This post will stay open until the position is filled. Please assume that if you have not heard back within 4 weeks of submission you have been unsuccessful on this occasion. Regrettably, we are unable to provide individual feedback.
Interviews:	We are looking to fill this position as soon as possible and interviews will be held at our earliest convenience. Unfortunately, we cannot conduct interviews over the telephone or Skype etc.