**Cotswolds Dogs & Cats Home**

**Role Profile – Registered Veterinary Nurse**

**Closing date: TBC**

**Reporting to: Operations Manager**

**Introduction**

**As a leading animal rescue charity in the Cotswolds we care for hundreds of abandoned, abused and neglected animals each year. Our job is to make sure our animals are cared for by providing them with a safe space, access to veterinary treatment and plenty of love. Part of our job is to ensure our animals are fully prepared, before they are adopted. Lastly, we carefully match them to a new family to assure they find their forever home.**

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**In addition to our rehoming centre, we also run a once weekly low-cost veterinary clinic, for individuals on means tested benefits. These clinics impact on our local community by ensuring no animal is left to suffer because of the cost of treatment.**

Our vision and aspiration for the animal centre is that it is exemplar. Our ambition is that no abused, neglected or vulnerable animal in our community is without a safe space and receives the best possible care throughout their rehabilitation and rehoming.

The Registered Veterinary Nurse will be a highly motivated and demonstrate the ability to deliver exceptional animal care. **As a key member of the Animal Care Team, the post-holder will be forward thinking, engaging and inspiring**.

**Key Objectives & Responsibilities**

The purpose of the role is to deliver a high standard of nursing care to our patients whilst supporting CDCH in meeting its charitable objectives.

* Assist with surgical procedures.
* Oversee the recording and replenishment of drug stock.
* Communicate with clients and maintain a high professional standard.
* Maintain a good working relationship with all stakeholders, both external and internal.
* Maintain a high standard of cleanliness within our veterinary facility.
* Facilitate Nurse Clinics to support our Welfare activities.
* Play a key role in the development of our Welfare offering across our area.
* Support the Veterinary Surgeon to deliver our welfare services.
* Responsible for the delivery of our Welfare service, ensuring we reach vulnerable animals across our entire area.
* Responsible for ensuring that all regulatory and compliance requirements are met for the operations of our Veterinary functions.
* Oversee the regular maintenance and service of our veterinary equipment.
* Under the Health & Safety at Work Act 1974, it is the duty of every employee to take reasonable care of themselves and others at work.  This also includes taking care of equipment and reporting immediately any items not working.

**Person Specification - Qualifications, skills, experience and knowledge**

We are seeking an experienced Registered Veterinary Nurse to support the Veterinary Surgeon and Animal Care Team in achieving the highest standards of animal care. You will have absolute dedication to the welfare of animals and build professional working relationships with the veterinary surgeon, animal care team, front of house team and external clients.

**Essential**

* Maintain membership with the RCVS and always adhere to the RCVS Nursing Code of Conduct.
* Attend the adequate hours of CPD as required by the RCVS.
* Self-motivated with huge amounts of energy, commitment and enthusiasm.
* Ability to establish and maintain good working relationship with colleagues.
* Excellent interpersonal and communication skills which support the efficient functioning of the team and the service.
* A flexible approach to managing a varied workload and tasks.
* A positive and calm approach to trouble shooting and problem solving.
* Excellent written and spoken English.
* Excellent working knowledge of Health & Safety in the workplace.
* IT literate with good experience of MS Office and other relevant IT systems as appropriate for the role.
* Able to promote an understanding of, and a commitment to our vision, mission and values.

**General information**

The charity is an equal opportunities employer and all employees are actively encouraged to contribute to the promotion of diversity.

All employees are required to act in accordance with their responsibilities under the Health & Safety at Work Act.

**Data protection**

As part of your duties, you will be required to obtain process and use information held on a computer or word processor. You may not use or disclose data for any other purpose than that for which it was recorded. You must only disclose data to authorised persons or organisations as instructed.

**Working at RSPCA South Cotswold and Gloucester District Branch**

Please note that all offers of employment require:

* References deemed satisfactory to the Home
* Proof of eligibility to work in the UK.

Permanent Contract.

All new employees to the charity will be subject to a six-month probationary period.

Hours – 15 Hours per week to be worked flexibly according to the charity’s needs.

A full-clean driving licence is essential.

This role profile is not exhaustive and may be subject to change to meet the operational needs of the charity.

Salary – 23,000 pro rata

No agencies please.

We are unable to allow staff to bring their own dogs with them to work.