

Rehoming Assistant Role Description

Job Title:	Rehoming Assistant Volunteer
Location:	ISPCA Centres Longford/Mallow/Donegal
Department:	All areas
Reports to:	ISPCA Centre Manager/Supervisor/Rehoming Coordinator
Time Commitment:	Flexible, but shifts are a minimum of four hours

The overall purpose of the role:

The Rehoming Assistant Volunteer plays a vital role in the day-to-day rehoming of all animals at ISPCA Centres. The animals we rescue have been cruelly treated, neglected or abused and often have had little to no contact with people or other animals before being rescued. Once animals have been rehabilitated, and receive the veterinary all-clear, we begin the rehoming process. Our objective is to find our rescued animal's forever homes, where they will be loved and cared for, for the rest of their lives. All the animals are brought into our care because their owners couldn't, or more often wouldn't, care for them. We hope to match each animal with a suitable new owner and our priority is finding the best possible home for every animal in line with ISPCA policies and procedures.

Principal Responsibilities:

- Liaise with the ISPCA Rehoming Coordinator and members of the public interested in adopting an animal from the Centre.
- Working with animal care staff on creating animal profiles, once animals are approved for rehoming.
- Coordinating home visits for the ISPCA Rehoming Coordinator and assisting in matching up suitable new homes for animals in ISPCA care.
- Liaise with ISPCA Rehoming Coordinator on website rehoming updates and adoption paperwork.
- Assist in the ISPCA rehoming coordinator with animals for photographers/videographers.
- Assist in the follow up of happy tails for the ISPCA digital marketing section.

Skill levels required:

Knowledge and experience of working with a wide range of rehabilitated animal species for rehoming in a similar capacity. Knowledge of animal welfare and animal behaviour would be an advantage. Excellent communication skills working with the public, good administration and computer skills is required along with a desire to secure loving new homes for the many animals in ISPCA care. The role is mostly office based but will involve both indoor and outdoor working in all weather conditions so appropriate waterproof clothing will be required.

Benefits of Volunteering:

There is huge satisfaction to be gained helping to find Ireland's most cruelly treated and neglected animal's their forever homes and receiving updates from their new owners on how they are settling in. You will be preparing animals for their second chance of a happy new home where they will be loved and cared for, for the rest of their lives. You will also be meeting like-minded animal lovers and gaining valuable experience working in an animal welfare environment.

Volunteer Procedure:

A copy of the volunteer procedure is available during training at the ISPCA. All volunteers must be over 16 years of age for insurance purposes. No expenses are available. Volunteer should follow Health and Safety procedures as set out by ISPCA Management and exercise good judgement at all times.

Time commitment:

Due to the nature of the role, shifts are required to be a minimum of four hours based on a rostered system.

For more information about ISPCA volunteer opportunities, please email volunteer@ispca.ie.