



RSPCA Lancashire East Branch

Your LOCAL branch, caring for LOCAL animals

Animal Centre:

RSPCA Lancashire East Branch Animal Centre

Enfield Road
Altham
Accrington
Lancashire
BB5 6NN
tel: 01254 231118
e-mail: info@rspca-lancseast.org.uk

Charity Shops:

Burnley Charity Shop

6 St James Street
Burnley
BB11 1NG
tel: 01282 437770

Clitheroe Charity Shop

33 Castle Street
Clitheroe
BB7 2BT
tel: 01200 425176

RSPCA CRUELTY
& ADVICE LINE
tel: 0300 1234 999



www.rspca-lancseast.org.uk
Charity Number: 232253
VAT Number: GB 381 8598 47

November 2023

Dear Applicant

Animal Care Assistant (Maternity Cover 6 Months) [Full Time]

Thank you for your enquiry about the post of Animal Care Assistant (Maternity Cover) for the RSPCA Lancashire East Branch.

Please find enclosed a job description and person specification for this role, these contain full details of the duties and responsibilities for the role together with the qualities we are seeking from the successful candidate.

The post is a responsible position and the successful applicant may be expected to work unsupervised and on their own initiative. Excellent communication skills will also be required as the post involves regular contact both with members of the public, volunteers and charitable trustees.

This post will be appointed on a fixed term contract for a minimum of 6 months with the option to extend further up until 12 months, and the postholder will be expected to work a full time working week of **37.5 hours a week** (on a rolling rota which includes alternate weekends) and the salary is **£20,320.00 per annum**.

If you wish to apply for the position please complete and return the enclosed application form (n.b. applications should be typed/word processed [the accompanying form is formatted for MS Word]) together with a short letter of application to:

Jeanette Ainscough, Animal Care Manager, RSPCA Lancashire East Branch Animal Centre, Nearer Holker House Farm, Enfield Road, Altham, Accrington BB5 6NN

or via email to:

j.ainscough@rspca-lancseast.org.uk

The deadline for applications is **5.00pm on Sunday, 17th December, 2023**

Applications received after this date will **not** be considered.

Interviews for the post will be held on **Tuesday, 2nd January, 2024**.

As funds are limited we are unable to acknowledge every application, therefore if you have not heard from us by Friday 24th December, 2023 your application has sadly been unsuccessful on this occasion.

Yours sincerely,

Jeanette Ainscough
Animal Care Manager



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