



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

March 2024

Dear Applicant

RSPCA Lancashire East Branch - Animal Care Support Assistant

Thank you for your enquiry about the post of Animal Care Support Assistant 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 of the role together with the qualities we are seeking from the successful candidate.

The posts, which will be a fixed term part time role (18.75 hours a week) to cover maternity leave and will be worked over three days Monday to Wednesday. The salary is £11,154.00 per annum from 1 April 2024.

It should be noted that in addition to the normal rostered hours the postholder will on occasion be required to work some unsocial hours (evenings and weekends) to support meetings and events.

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 and the boxes will expand to fit your answers]) together with a short letter of application to:

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

or via email to: j.ainscough@rspca-lancseast.org.uk

The deadline for applications is **12.00pm (noon) on Monday, 25th March, 2024**. Applications received after this deadline will **NOT** be considered.

Interviews for the post will be held on **Friday, 12th April, 2024**.

As funds are limited we are unable to acknowledge every application, therefore if you have not heard from us by **Friday, 29th March, 2024** your application has sadly been unsuccessful on this occasion.

Yours sincerely,

Jeanette Ainscough
Animal Care Manager