



Shelter Manager

The Shelter Manager is responsible for the day to day running of the shelter. This varied and demanding role would be extremely rewarding for an experienced and dedicated animal welfare professional with extensive management experience and who thrives under pressure. With overall responsibility for the management of a busy shelter, you will be the most senior member of shelter staff and responsible for approximately 150 animals in the shelter, and an additional 200 animals in foster. You will report to the Society's Operations Manager ("OM") and work closely with them to further the Society's mission.

The responsibilities of the SM include, but are not limited to:

- Providing effective management of shelter staff including:
 - Rotas and scheduling
 - Monitoring performance and addressing any issues
 - Prioritising tasks and directing staff in order to make effective use of time and resources in accordance with current demands
 - Fulfilling HR function including vacation, sick leave, grievances, welfare, and performance
 - Onboarding and orientation of new staff
- Ensuring compliance with all applicable health, safety and security regulations, including coordinating necessary repairs and maintenance work
- Ensuring that the welfare needs of all animals in the CIHS care are met, including conducting daily shelter rounds
- Supporting and assisting the OM in determining, maintaining and, where necessary, amending processes for the organisation
- Identification and implementation of improvements in the daily operations of the shelter
- As required by the OM, assisting with the recruitment of new staff
- As directed by the OM, implementing or facilitating training programs for shelter staff, junior managers and volunteers
- Overseeing the provision of shelter supplies (tracking and ordering supplies, arranging pickups and deliveries and invoicing/payments as required)
- Overseeing petty cash

Requirements

- Previous experience working in an animal shelter in a management position
- At least 2 years' experience managing a team is essential
- An animal welfare, veterinary or similar qualification is desirable
- Understanding of animal welfare principles and a commitment to upholding them

- A positive, proactive attitude and an ability to motivate and inspire others
- Excellent interpersonal skills and an ability to build strong relationships with internal and external stakeholders
- Strong organisational, attention to detail, and time-management skills
- A full, clean driver's licence