**VETERINARY PROGRAMME ADVISOR**

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| **Department** | Veterinary Team |
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| **Term** | Permanent |
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| **Location** | SPANA head office, London. |
| **Hours of work** | 34.5 hours a week. Standard hours are 9.00am - 5.00pm, Monday to Thursday, and 9.00am - 4.30pm Fridays. |
| **Annual leave** | 22 days annual leave, excluding bank holidays, plus three additional days to be taken over the Christmas period when the office is closed. Further days of leave will be earned after two years of service – see the employment handbook for details. |
| **Remuneration** | £40,000 - £42,000 plus 10% employer contributory pension to personal pension plan matched by 5% employee contribution and private healthcare scheme. |
| **Overall purpose of the role** | The successful candidate must have a veterinary degree (recognised by the RCVS) and a minimum basic knowledge of written and spoken French. Ideally they may hold further qualifications in the field of Equine or Large Animal Surgery/Medicine and have previous teaching/managing experience. Previous experience of working in low income countries is useful but not a prerequisite.  Coordination of SPANA’s Core Country work incorporating additional outreach and partnerships projects, utilising both veterinary and community training approaches. Responsibility to timely advertisement and recruiting of new projects each calendar year, advising SPANA on selection criteria for each project. Managing grant agreements and funding streams. Evaluating country and project outcomes and managing support towards long term sustainability of funded projects, assessment and reviewing of new and existing projects. Advice to SPANA on repeat and permanent funding opportunities  It is fundamental that the successful candidate enjoys and be willing to travel extensively to all the countries we operate in. They must be enthusiastic and proactive in further raising the standard of our teams and work abroad and to keep them motivated and focused. |
| **Line managed by:**  **Location of role:** | Director of Veterinary Programmes.  This position will be based at our London office, though substantial travel to our countries of operation will be required. |

**Organisational Culture**

SPANA (Society for Protection of Animals) is a UK based NGO founded in 1923, working to improve the health and welfare of working animals worldwide. SPANA targets working animals in a number of the poorest countries in Africa, Asia and Middle East. Our aim is to improve the health and welfare of working animals through direct veterinary intervention, training and capacity building programmes, community development initiatives and children’s education. SPANA also operates emergency and outreach projects with partner organisations worldwide.

As a small charity (in terms of staffing, not ambition nor reach) at times we need everybody to pull together and help out so, in addition to the person specification, we require staff to:

* Be positive with a friendly manner whilst remaining professional and efficient.
* Be flexible as from time to time the post holder may be asked to perform other duties.
* Enjoy working in a team and have a strong team ethic.
* Maintain, improve and develop team processes and procedures as and where necessary.
* Gain an in-depth understanding of SPANA’s charitable work.
* Share information with the team, so that you and your colleagues have all the information required to perform effectively.
* Maintain strict confidentiality at all times.
* Be committed to the mission, vision and values of SPANA.

**The Veterinary Team**

This role sits within the Veterinary Team who are responsible for providing free veterinary care by:

* Operating mobile clinics and veterinary hospitals, with a view to creating (teaching) centres of excellence in country;
* Providing appropriate free veterinary care in varying circumstances;
* Practising evidence-based medicine, seeking to prevent disease and injury.

The team also works to improve standards of local veterinary and animal care by providing education and practical training for graduate veterinarians, veterinary students and animal technicians, training ancillary workers including farriers, harness and cart-makers, educating animal owners and users.

**JOB DESCRIPTION – VETERINARY PROJECT ADVISOR**

Specific responsibilities of the position include:

* Coordination of SPANA’s core projects, involving:

Clinical audits in our core countries for all veterinary teaching projects (including mobile clinics, permanent centres and clinical skills centres).

Monitoring of clinical skills and development of further (appropriate) knowledge in our centres and mobile clinics to all staff and volunteers.

Assisting in identifying community training projects that will benefit the welfare of working animals and the communities relying on them. Assisting in the delivery of such projects, as well as the monitoring and evaluation.

Support and provision of adequate veterinary content to staff involved in delivering community development programmes.

Assisting, planning and contributing CPD for our teams overseas.

* Improving clinical standards overseas through clinical audits, development of resources, protocols and relevant CPD provision to our staff.
* Organising and co-ordinating our Annual Regional Meeting, for all SPANA staff.
* Implementation of desk-based research to inform departmental policy.
* Support and provision of technical veterinary content to the community development programmes.
* Assisting in sourcing and providing necessary and adequate resources (medicines, equipment and reading material)
* Provision of case studies, photos and technical content to support fundraising, communication and PR services.
* Handling supporter’s enquiries pertaining to SPANA’s work and to working animal matters.
* Communicating and presenting programme activity information to a range of audiences, including head staff and supporters.
* Assist in planning and implementing Annual Country Plans regarding the veterinary programmes.

**Organisational Position**

* The Veterinary Programme Advisor will work in close collaboration with the Director of Veterinary Programmes and other colleagues within the team and SPANA generally.
* This role reports to the Director of Veterinary Programmes.

**PERSON SPECIFICATION**

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|  | **KNOWLEDGE AND EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** |
| 1 | Qualified Veterinarian with a minimum of 3 years of clinical practice experience with Equids | X |  |
| 2 | Compassion for animals and knowledge of basic animal welfare concepts | X |  |
| 3 | Experience of working in developing countries and for welfare/humanitarian/development NGOs |  | X |
| 4 | Experience of systematically and effectively monitoring and further developing technical standards in veterinary medicine |  | X |
| 5 | Experience of producing, managing and monitoring development programmes, including budgets | X |  |
| 6 | Experience of managing staff and resources effectively | X |  |
| 7 | Proven experience of communicating and working with other organisations collaboratively | X |  |
| 8 | Understanding of the role and importance of livestock and working animals to the economies of low-income countries | X |  |
|  | **SKILLS AND ABILITIES** | **ESSENTIAL** | **DESIRABLE** |
| 1 | High level of fluency in English (written and spoken) | X |  |
| 2 | Basic level of fluency in French (written and spoken) | X |  |
| 3 | Strong communication, problem and analytical skills | X |  |
| 4 | A culturally sensitive communicator person | X |  |
| 5 | Good information management skills, including the ability to write clear, brief reports for a variety of audiences |  | X |
| 6 | Excellent organisation, planning and follow up skills | X |  |
| 7 | Strong IT skills |  | X |
| 8 | Ability and willingness to travel overseas independently | X |  |
| 9 | Flexibility to work outside office working hours | X |  |
| 10 | Good team player | X |  |
| 11 | Eligibility to live and work in the UK (London area specifically) | X |  |

This job description is a written statement of the key aspects of the above job. This document details the main responsibilities, tasks and includes a note of the skills, knowledge and experience required for a satisfactory level of performance. A job description is not intended to be an exhaustive account of all aspects of the duties involved.