



FAIRFIELD
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Empower young people.
Charity No. 273924



Fairfield Trust Job Description and Person Specification

Job title: Animal Park Team Member	
Work base: Fairfield Animal Centre, Southwick, Trowbridge	Team: Commercial
Hours of work: 2 x vacancies available – temporary for 6 months in the first instance, possibly longer. Working 37.5 hours per week 8.30am – 4.30pm on a 3-week rota basis (to include working 1 in every 3 weekends)	Salary: £23,809.50 per annum (based on 37.5 hours per week)

Safeguarding

Fairfield Trust is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Trust agreed child and adult protection procedures will be followed.

All posts involving direct contact with young people, children and vulnerable groups are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](#)

For all roles that involve regulated activity, a DBS check will be required before appointment is confirmed

Job context and purpose

Fairfield Trust is a local independent Charity, the core business areas are: an independent specialist college for young people with additional needs; residential and independence services, a pub and an animal park.

The Trust's mission is: **To enable young people to live and work without barriers**

Our 5 agreed values are:

Teamwork: We hold ourselves and each other to account, and are better when we work together

Compassion: We act with trust, honesty and kindness in everything we do

Inclusion: We treat each other fairly and with respect

Innovation: We encourage thoughtful, creative and aspirational ideas

Pride: We encourage each other to be proud of who we are and what we do

Working at Fairfield Animal Centre you will be responsible for maintaining high standards across the park. This includes the welfare of our animal collection including larger livestock, small mammals, poultry and aviary birds. Ideally, you will have experience of working with animals and maintaining their environment.

Fairfield Animal Centre is a local visitor attraction, open daily to the public. In addition to caring for our animals and maintaining the park area, it is expected that your role will also be customer facing and will include tasks such as leading our popular goat and alpaca walks as well as participating in seasonal events and other visitor interactions as required.



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Additionally, you will be self-motivated and be able to work independently, prioritising your workload.

Holiday entitlement is 5.6 weeks for full time and pro-rata for part time employees and will be by negotiation to fit in with other team members. Bank holiday entitlement is included in this amount and you may be required to work on a bank holiday if this falls on your normal working day.

Main duties

- To work directly with our animals, ensuring the highest standards of animal care are always adhered to in line with current welfare legislation
- To deliver on animal handling activities, special events, or other revenue opportunities
- When required, to use company vehicles including the truck, van, utility vehicle, ride on lawn mower, to follow the policy on completing the necessary paperwork and visual inspection before each use
- To work as part of a multi-disciplinary staff team providing support to colleagues including work placements, young people and college students
- To support the Animal Park Team Leader and Deputy Animal Park Team Leader in delivering any work-based learning opportunities for work placements and provide feedback on progress
- To ensure the health and safety of staff, students, work placements and visitors is always a priority through correctly adhering to safe work practices as identified on risk assessments
- Once trained to do so, complete any health and safety checks of the park as instructed by the Animal Park Team Leader and Deputy Animal Park Team Leader and report any perceived hazards identified that may threaten the safety to any student, member of staff or visitor
- To ensure any tasks undertaken are completed in accordance with the correct standard of procedure to minimise risk of injury
- To support the team in maintaining high standards of cleanliness throughout all guest facing and back of house areas of the park. This includes toilet areas, play equipment, litter picking and rubbish disposal
- To complete basic maintenance and grounds keeping tasks across the park. This includes the use of power tools, once training has been given
- To ensure that all customers gain the maximum benefit from their time with the Trust
- To always work within the framework provided by the Trust's policies and procedures
- To give medication, basic animal first aid and other means of medication delivery to animals based on the animal park, following completion of relevant training
- To be fully conversant with and always implement the Trust's Safeguarding policy and procedures
- To attend staff meetings and mandatory staff training and development days to ensure that the Trust continues to maintain the standards required by its various funding bodies
- To liaise effectively with managers and staff across the Trust to ensure that a high-performance culture pervades the organisation and underpins the values and aims of the organisation
- Any other duties which may reasonably be requested

Supervision/management of people

Not applicable

Contacts and relationships

The post holder will:

- Report to the Animal Park Team Leader, or Deputy Animal Park Team Leader in their absence
- Work with other FAC Managers and employees and wider-Trust staff



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What we offer - Employee Benefits

- There is a pension scheme available for eligible staff
- Free entry to Fairfield Animal Centre for 2 adults & 2 children
- 10% discount at The Weavers pub
- Discounted staff lunches in the Student Canteen (College Site)
- Corporate Eye Care Scheme
- Training & Development opportunities

Information technology

Daily use of computers that require excellent IT skills and will include using, Database, Word, Excel and web-based software.

Financial responsibility

Work with the Fairfield Animal Centre Managers and Team Leaders to ensure strict budget controls. Contribute to revenue generating initiatives across the Animal Park.

Always ensure effective use of resources and value for money is secured for the Trust.

Health and Safety

To be responsible for your own health & safety and that of anyone else who may be affected by your acts or omissions. You will be responsible for risk assessing, reviewing, and monitoring all aspects of your work.

Equality and Diversity

You are required neither to discriminate against, harass nor victimise colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the principal or anonymously to the Chair of Trustees.

Records management

You are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information.

You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy, and promptly reporting all breaches, or potential breaches of security to the Head of HR.

Other duties

You may be required to perform duties other than those given in the job description for the job.

The duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.



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Authority to work in the UK

You must have the legal authority to work in the UK. You must have the relevant approval to work in the UK from the UK Border Agency or relevant documentation. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen.

Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess to be able to successfully perform the job.

	Essential	Desirable
Alignment With our values	Commitment to demonstrating the organisations values and behaviours in their work: Teamwork: We hold ourselves and each other to account, and are better when we work together Compassion: We act with trust, honesty and kindness in everything we do Inclusion: We treat each other fairly and with respect Innovation: We encourage thoughtful, creative and aspirational ideas Pride: We encourage each other to be proud of who we are and what we do	
Qualifications or equivalent level of skill or knowledge	• L3 Animal Management qualification or qualified by experience	
Experience of	• Working with a diverse range of animals and maintaining their environment	• Working in a public setting • Working with children and young people with learning and/or physical disabilities
Skills	• To be highly personable with excellent communication skills • To be self-motivated, enthusiastic and a self-starter • To show an understanding of the importance of working within strict Health & Safety guidelines • Ability to work as part of a multi-disciplinary team and on own initiative • To have a clean, full driving licence and a willingness to drive necessary vehicles	



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Personal qualities and motivation	• To be honest, trustworthy and reliable • Highly motivated and able to motivate others • Able to work with a variety of colleagues and clients from different professions and backgrounds • A willingness to undertake further professional training if required	
Literacy, numeracy and IT	• Good written and spoken English and IT literate. • Strong numerical skills	• Level 2 in English and Maths.
Safeguarding	• Displays a commitment to the protection and safeguarding of young people • Takes action and raises concerns • Forms appropriate relationships and maintains professional boundaries at work • Works within organisational policies, procedures and guidance at all times	• Up-to-date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children and vulnerable adults

Suitability of shortlisted candidates will be assessed at interview using a combination of values-based recruitment techniques; a formal interview and/or a supervised observation or practical session where applicable.

Should you require any reasonable adjustments to the application process, please speak to a member of the HR team.

The closing date for this post is **Wednesday 5th November 2025 at 9.00am**

Interviews will take place on **Thursday 13th November 2025**

We would welcome applications made via the Trust Application Form, available on our website;
<https://fairfieldtrust.org.uk/jobs/>

Please note that we will not accept CVs

We anticipate a large response to this advert, therefore, we reserve the right to close the advert early, once sufficient applications have been received.

***Fairfield Trust is an Equal Opportunities employer
A charity for the advancement of education for young people with learning disabilities***

This job description and person specification updated October 2025