



**Animal Welfare  
League Qld**  
Est. 1959

## **Rehoming Centre Manager**

**Fulltime – AWLQ Gold Coast Animal Rehoming Centre**

### **Join us and make a difference!**

Are you looking for a rewarding career? Animal Welfare League Queensland (AWLQ) is currently looking for a full-time Rehoming Centre Manager to join our Gold Coast Animal Rehoming Centre! If you're passionate about making a direct impact on animal welfare, we'd love to talk to you.

### **How you'll impact our mission**

At AWLQ, we're committed to creating a brighter future for animals in need and keeping pets and people together by providing lifesaving support and resources to people in need with companion animals.

In this busy and hands-on role, you'll be responsible for the overall operations of the Gold Coast Animal Rehoming Centre and council contracted services. You will lead and nurture a team of staff and volunteers, ensuring the health and welfare needs of all in care animals are met to the highest standard. The successful applicant must be a strong collaborative leader with proven experience in operations and management.

### **About the role**

AWLQ is contracted by the City of Gold Coast to manage the Gold Coast Animal Rehoming Centre and provides service to the community and their pets including:

- The impounding of stray animals, processing owner reclaims and registrations according to the City of Gold Coast Local Laws.
- The impounding and care of seized animals.
- Receiving animals surrendered by their owners for rehoming.
- The adoption of animals into new homes.
- The care and management of all animals at the Centre and in foster homes.
- Veterinary services for in care animals.
- Conducting behaviour assessments for animals to be adopted.

### **What are the minimum requirements for this position?**

- Minimum of 3 years in a similar management or leadership position

- 5 years' experience in an animal care organisation, council pound or animal management department
- Knowledge of local council laws in regard to animal welfare (highly desirable)
- Qualification in an animal-related industry
- Qualification in business management (highly desirable)

**To be successful in this role, you will have:**

- Proven leadership and management capabilities, with a passion for animal welfare.
- Solid understanding of operations and financial management.
- Strong communication skills and the ability to develop working relationships.
- Exceptional time management and the ability to manage competing priorities in a fast-paced environment.
- A desire to coach and mentor team members to be the best they can be.
- Ability to provide conflict resolution and problem solve.
- Experience in working with Local Governments, particularly council local laws.
- High attention to detail, accurate data entry and records maintenance.
- Strong computer literacy with experience with Microsoft Word and Excel.
- Experience in the change management process and implementation.
- Extensive experience in cat and dog care, behaviour assessment and management, disease prevention and management in a facility environment.
- Extensive customer service management experience.

**Who are we?**

Founded in 1959, AWLQ has become a trusted leader in animal welfare. We provide a safe haven and second chance for close to 10,000 stray and homeless animals every year. To each one of these animals we welcome through our doors, a promise is made – to never euthanise a healthy, sociable, or treatable animal in our care. We work tirelessly every day to maintain this promise.

In addition to our shelter work, we are committed to keeping pets and people together by providing lifesaving support and resources to people in need with companion animals. We are known for our grassroots and innovative community-based animal welfare work including our community vet clinics, Getting to Zero, Golden Hearts Seniors' Support Program and the National Desexing Network.

**Why should you join us?**

At AWLQ we offer competitive pay and benefits, including access to an independent Employee Assistance Program, retail discounts, vet discounts. Most importantly, every day you'll play an instrumental role in our lifesaving work.

Our mission is to unleash the potential in every team, and we know that teams perform best when they have passion. We are committed to building a culture where everyone has the opportunity to do meaningful work and is recognised for their efforts.

### **Equity**

Diversity and inclusion are the principles guiding how we build our teams, cultivate our leaders and build a culture of belonging where differences are valued.

### **Join us and make a difference!**

Are you looking for a rewarding career? We value our people and the skills, experience, passion, and engagement they bring to the Gold Coast Rehoming Centre. If you're passionate about making a direct impact on animal welfare, we'd love to talk to you.

**For more information please contact our HR Manager in confidence on 07 5509 9049 or if you're ready to apply, email your application to [hr@awlqld.com.au](mailto:hr@awlqld.com.au) or apply on [Seek](#)**

AWLQ would like to thank all applicants for applying. Only shortlisted candidates will be contacted.