



Association Phoenix

Caring for and re-homing animals in need

Guidance Notes – FELINE COORDINATOR

Association Phoenix is a French registered charity, exclusively supported by volunteers.

Role Description

The role of the Coordinator – Feline is as a member of the Conseil d'Administration, who will take an active role in the management and policy development of the Association. The Conseil convene for regular meetings, in addition to the Ordinary General Meeting (OGM) to which all members are invited.

Working with the foster carers and cheering them through all the ups and downs they experience with their fosterlings is the essential part of this role.

The Feline Coordinator ;

1. Will liaise between foster carers, veterinary surgeries, SPA refuges, the Phoenix Conseil, and members of the public
2. Respond to the needs of unwanted, abandoned, or mistreated cats, selecting those suited to being placed in a Phoenix foster home leading on to adoption into a new, 'forever' home
3. Facilitate all aspects of the adoption process ensuring Phoenix complies with all legal requirements.
4. Monitor, encourage, discipline, assist foster carers.
5. Assist with the problems that arise when Phoenix is alerted to a feral cat situation.

Responsibilities

- play a key role in the eventual adoption of each animal.
- identify new foster carers, inducting suitable ones into the Phoenix system through correct use of Phoenix documentation.
- select, in consultation with the foster carer, suitable cats/kittens for acceptance into the foster carer's home.
- arrange transport to move a cat to the foster carer if the animal should be accepted into Phoenix from some other source ie. Facebook appeal.
- visit foster carers as required to support and monitor their work.
- ensure foster animals are micro chipped, vaccinated, spayed/neutered, and medicated as necessary.
- check and authorise for payment by the Treasurer the expenses claims, and invoices generated by foster carers and vets.
- encourage foster carers in advertising their fosterlings with good photographs on the web site and Facebook pages

- ensure Adoption Forms are of clear, readable quality and comply with legal demands.
- liaise with the Treasurer over adoption donations received keeping clear, accurate records of all cats.
- check and pass to ICAD correct documentation ensuring all animals through Phoenix hands are legally registered following requirements under the law.
- keep in regular contact with the foster carers, providing advice and support for their decisions as needed.
- carry out post adoption checks on the cat in its new home as required.
- be a front-line representative of Association Phoenix to the public.
- comply with the Association's philosophies and policies and be mindful that the Coordinator acts as a representative of the organisation at all times.

Qualities

- ◆ Reasonable spoken French (the more fluent, the better)
- ◆ Computer literate.
- ◆ Car driver with clean licence
- ◆ Good knowledge of cats, breeds, and temperaments (any previous experience of fostering would be an advantage)
- ◆ Medical knowledge of cats and common illnesses/conditions would be an advantage.
- ◆ Ability to communicate with confidence and diplomacy with potential adopters and members of the public.
- ◆ Understand PR in relation to the Co-ordinator and foster carers actions.
- ◆ Based within easy reach of the core Phoenix region (dept 24)