

Animal Cruelty Response / Legal Affairs Coordinator

About the organisation and department

The mission of Animal Aid Unlimited is to rescue and treat the un-owned street animals of India who have become ill or injured, and through their rescue inspire a community to protect and defend the lives of all animals.

We operate one of India's most active rescue services, responding to more than 70 calls on our helpline every day and involving thousands of Udaipur residents in the process of rescuing street animals every year. Our hospital and sanctuary (located in Badi, 10km from Udaipur) house a total of more than 600 animals (dogs, cows, donkeys, cats and other animals).

The Cruelty Response Coordinator is in charge of taking action in response to reports of cruelty to animals as well as other legal matters relating to the Trust.

Designation – Cruelty Response Coordinator

Reports to – Cruelty Response Manager

General purpose of the role

The Cruelty Response Coordinator is responsible for effectively and efficiently receiving and handling reports of cruelty to animals mainly in Udaipur, Rajasthan, as well as outside of Udaipur in important cruelty cases. They are responsible for communicating with witnesses of the cruelty, collecting information and finding evidence, reporting cruelty to the police in an effective manner, and pursuing cruelty cases in the court as well to ensure appropriate judgements that further the cause of animal rights.

Additionally, this position assists in other legal matters of the Trust including Devsthan Vibhag, UIT, employee contracts, showcauses, warnings, enquiries and notices, etc.

Key area of responsibility

1. Cruelty Response Coordination

- a. Responds to reports of cruelty to animals received on our emergency helpline or through email or social media assigning priority based on time-sensitivity and level of severity
- b. Files complaints and First Information Reports with the police where applicable and stays closely involved afterwards to ensure appropriate and timely action is taken by the police
- c. Guides members of the public outside Udaipur by phone/email with ways they can assist in cruelty-to-animals matters and assists in filing of reports or FIRs
- d. Ensures that thorough records are maintained for cruelty complaints reported to the Trust including how they were handled and concluded and prepares reports as required
- e. Professionally represents Animal Aid to the public, volunteers, government agencies, the police, etc

2. Cruelty Prevention

- a. Plans follow up visits to ensure the cruelty is not recurring

- b. Does community outreach and conflict resolution in cases of animal feeders being threatened or stopped from feeding, or neighborhoods hostile to dogs, etc, and files complaints when necessary
- c. Educates the public about animal cruelty laws and animal protection whenever possible

3. Other legal work

- a. Draft Representations to police or various government agencies
- b. Draft legal notices
- c. Submit RTIs
- d. Draft employee contracts, showcauses, warnings, suspensions, fines, termination, enquiries, etc

Experience, education and skills

1. LLB
2. Registration with the Bar Council of Rajasthan as an Advocate.
3. 2-3 years experience as a practicing advocate at the Trial Court.
4. Expertise in criminal law, municipal laws, Revenue & Tenancy Laws, labour laws and laws governing animal rights among others.

Personal attributes

1. Should be able to work on MS Office
2. Problem solving and decision making skills
3. Excellent communication skills, conflict-resolution and patient
4. Attention to detail, critical thinker, highly reliable
5. Compassionate and comfortable with animals

