## Job Description

**Title:** Senior Dog Trainer

**Reporting to:** Head of Rescue & Re-homing

**Key contacts:** Kennel team, volunteers, trustees, visitors

**Contract type:** Permanent, full-time. The position is subject to a three-month probationary period.

**Hours:** 40 hours per week8:00 am to 5:00 pm on a rolling rota basis including Saturdays and Sundays Will be required to be involved in the provision of 24-hour cover on a rota basis.

**Salary:** £26,000 to £27,540 depending on skills and experience. This includes a 2% salary subsidy for joining and staying in the pension scheme.

**Location**: Tower Farm, Oxford Road, Stokenchurch, Buckinghamshire. HP14 3DT

**Since 1963 when local residents set up what was to become Stokenchurch Dog Rescue(SDR) we have successfully rehomed 1000’s of dogs and are well known for our non-destruct policy. We are looking for an experienced dog trainer to join our passionate and dedicated team of staff and volunteers.**

**Our Values**

* **Respect -** We have due regard for the feelings, wishes, and rights of others and treat all animals and people with respect and dignity
* **Integrity -** We are undivided in our strong morals and principles to do the right thing for every dog in our care
* **Care -** We are passionate about the welfare of dogs, and our work is inspired by the needs and care of our dogs
* **Excellence -** We strive to be an organisation of excellence by strengthening our people, processes and resources

**Purpose of Role**

Implement SDR’s activities for the benefit of the dogs in its care by providing and overseeing quality care for rescued and abandoned dogs.

In conjunction with the Head of Rescue and Re-homing (HoR&R) the Senior Dog Trainer will assess, plan and provide the appropriate training, enrichment and behavioural work, supporting colleagues and volunteers through training, advice and guidance, ensuring that all dogs are given the best opportunity to find a new home.

**Key Duties**

* Assist in the assessment of dogs presented to SDR for adoption and identify any potential behavioural issues.
* Assist the HoR&R in the design and implementation of training and enrichment programmes to enhance each dog’s chances of rehoming.
* Assess the behaviour of dogs, before they enter the centre and during their stay. Identify potential behaviour needs, with suggested training programmes to address these.
* Ensure these are modified as required to address a dog’s evolving needs. You may be required to work with our retained behaviourist when necessary to achieve the required objectives.
* Monitor the progress of individual training and enrichment programmes.
* Maintain detailed records of the progress or otherwise of each dog.
* Provide reports to HoRR on the programmes as required.
* Oversee and support colleagues in the implementation of training, enrichment and behaviour plans
* Assist the Head of Rescue and Rehoming in providing required training, support and guidance to colleagues and volunteers in dog handling for the benefit of the welfare of the dogs.
* Provide pre and post adoption support to adopters and undertake pre-adoption talks and presentations as required.
* Provide supervisory cover for the Dog Care team in the absence of HoRR and, on occasions, the Centre Manger.

Other Duties

* Assist in the adoption process including liaison with potential adopters introducing them to available dogs.
* Prepare and collect dogs ready for the dog walkers.
* Support the other dog carers in the carrying out of their duties.
* Take responsibility for the Isolation Unit on a rota basis.  Ensure that ALL barrier nursing practices are strictly followed.
* Assist in ensuring our dogs receive the best possible care and contribute to the efficient running of SDR. Including supporting at reception, answering calls, cleaning etc.
* Assist in ensuring that all operational systems are efficient and effective.
* Help develop the support for SDR’s activities with the public and potential donors. Assist with dog-related activities such as Open Days, Sponsored Walks, and other fundraising activities as directed.
* Act as an integral part of the SDR team of staff, management trustees, members and volunteers.
* Will be required to be involved in the provision of 24-hour cover on a rota basis. This involves overnight attendance, and accommodation is provided on-site for this purpose.

General Responsibilities

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* Be aware of and comply with the requirements of SDR’s Standard Operating Procedures and other policies and procedures as issued and updated from time to time.
* Keep abreast of current training practise and developments. Identity opportunities for learning and development.
* Take care of your health and safety and that of others who may be affected by your acts or omissions.
* Confidentiality. Attention is drawn to the confidential nature of the information that maybe collected within the scope of the post; there should be no unauthorised use or disclosure of any personal information
* You are responsible for maintaining the confidentiality of materials from all systems both electronic and paper and you may not remove from the premises any hardware, software, files, photographs, or data without written permission
* Ensure that people are treated with dignity and respect during their engagement with SDR
* Demonstrate and understand diversity by valuing and respecting different views and ways of working
* Promote equal opportunities through positive workplace practices

**Working Context**

* The 40 hours are worked across a rolling rota covering weekdays, Saturdays, and Sundays as well as Bank Holidays as they fall due on the rota. Due, however, to the nature of the work of SDR and this post, it may be necessary to exceed these hours when the workload demands, so you must be prepared to work flexibly
* Current valid full UK driving licence. SDR is not serviced by an extensive public transport service and for the full service of the role you must hold a Full Driving Licence
* It will not be possible to accommodate the role holder bringing their own pets to work. As well as rescue dogs, the centre has two cats. The role holder will come into everyday contact with both the dogs and the cats. The rescue dogs will enjoy periods of socialisation in our reception and office areas for the benefit of their welfare. The cats have ‘access all area’ passes.

**Job Descriptions are not an exhaustive list of duties. You will be expected to carry out other duties and/or responsibilities commensurate with these responsibilities, and skills and qualifications of the post-holder as the Line Manager and/or the Board of Trustees may from time to time direct. It should also not be seen as precluding future changes.**

**Person specification**

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| **EDUCATION & PROFESSIONAL/TECHNICAL QUALIFICATIONS** | |
| **Essential** | **Desirable** |
| Educated to NVQ level 2 or above in Maths and English | An animal behaviour, training or welfare qualification, or evidence of working at an equivalent level |
|  | Animal Microchip Training |
|  | First Aid qualification |

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| **KNOWLEDGE AND EXPERIENCE** | |
| **Essential** | **Desirable** |
| Demonstrable experience of safely handling dogs of a range of different breeds and behavioural characteristics, including those who may be fearful or aggressive. | Up-to-date knowledge of animal welfare legislation |
| Can demonstrate good working knowledge of dog behaviour, training and welfare including practical experience in devising and carrying out training and enrichment programmes with positive reward-based reinforcement. | Experience of working in a Kennel environment ideally animal welfare. |
| Experience in reading canine body language, facial expressions, and vocalisations, and can understand how these relate to the dog’s emotional state. Minimum 1 year | Experience of working in the animal welfare sector |
| A good understanding of animal care and behaviour including indicators of compromised welfare in dogs and being able to recognise these in a kennel environment | Experience in delivering training |
| Using your skills, create content that we can use on SDR's website to showcase key techniques and skills dog owners can employ to help their dogs be happy and mentally healthy. It can cover training guidelines, things to look out for and other items.  This content would ideally be shared in blog form, or short form videos | Experience of social media |
| Demonstrates the ability to lead by example typical of a supervisory role.  Ability to motivate and build productive working relationships with a team. | Experience in working with volunteers. |
| Proven experience of giving instructions to others and ensuring completion of any unfinished work. |  |
| Experience of organising and scheduling the work of others to meet required standards and capable of giving feedback on standards of work achieved as required. |  |
| Can effectively supervise conflicting priorities in a workplace. |  |
| Ability to work within the recognised procedures and respond to unexpected problems and situations. |  |
| Experience of working in a customer-facing role Minimum 1 year |  |
| OTHER REQUIREMENTS | |
| Ability to work independently and as part of a team | |
| Excellent communications skills both written and verbal | |
| Commitment to SDR mission and values and ability to demonstrate these through work | |
| Ability to work outside in all weathers | |
| Working knowledge of health and safety | |
| Able to work on a flexible basis (hours/days) including weekends and bank holidays and provide overnight cover | |
| SDR is not serviced by an extensive public transport service and for the service of the role you will need a Full Driving Licence | |
| Proof of right to work in the UK | |