

Dogs for Good Job Description



Post: Puppy Co-ordinator
Responsible to: Dog Supply Manager

Key Tasks

1. To meet agreed dog supply targets through the co-ordination of the Charity's puppy socialisation programme.
2. To recruit and interview potential puppy socialisers and temporary boarders and recommend acceptance / decline to your line manager.
3. To assist in the allocation and placement of puppies to approved puppy socialisers and temporary boarders.
4. To provide training, support and advice to puppy socialisers and temporary boarders through a programme of home visits, in-house training sessions, regular puppy classes and workshops.
5. To continually assess puppies by monitoring their social, educational, temperamental and physical development in order to meet the Charity's requirements and to move onto the Charity's training programme.
6. To recommend appropriate times for neutering, kennel breaks and commencement of training.
7. To prevent, identify and respond to risks and issues by deciding upon the most appropriate course of action necessary to ensure progress through socialisation, suitability for Charity services and the well-being of the puppies.
8. To liaise with and manage puppy socialisers, other volunteers, staff and other stakeholders to ensure that puppies meet the Charity's requirements.
9. To recommend withdrawal from the programme, where necessary, to your line manager.
10. To contribute to the matching of clients and dogs in collaboration with other Charity staff.
11. To collaborate with kennel staff on kennel breaks and puppy related health and welfare matters.
12. To liaise with the Training Department Support Team with regard to administrative and record keeping matters.
13. To investigate complaints / accidents relating to puppy socialisers / puppies and take appropriate action and / or make recommendations to your line manager.

14. To maintain records, write reports and ensure effective communication with external contacts, volunteers, technical staff and other departments as required.
15. With the aid of the fundraising department, to encourage and support Socialisers, where appropriate, to become involved in the fundraising and publicity work of the Charity.
16. To maintain a current and relevant knowledge of good practice in puppy socialisation for services offered by the Charity.
17. To assist the Charity in its publicity and fundraising work through occasional talks and demonstrations.
18. To undertake ongoing professional development as agreed with your line manager.
19. Any other tasks as agreed with your line manager.

Key Competencies

1. Knowledge and demonstrable experience of:-
 - Dog training methods including the analysis of temperaments and behaviour.
 - Practical puppy development strategies, relative to assistance dog training.
 - Practical dog handling relative to assistance dog training.
 - Understanding the needs of individuals who utilise the Charity's services and how these are supported by a dog.
 - Understanding the supportive role required by the general public within the local community in which the puppy is placed, i.e. public image.
 - Knowledge of basic dog health and welfare need and ways of managing these.
 - Law in relation to dogs.
 - Safeguarding and data protection.
2. Judgement
 - Puppy development needs, including the analysis of temperaments, appropriate socialisation methods and requirements.
 - Ability to recognise client needs and to match dogs to clients to support these needs.
 - Maintaining a supportive community in which the puppy is socialised, i.e. public image.
 - Ability to recognise the need for referral regarding health and welfare.
 - Ability to recognise the need to recommend that a puppy is withdrawn from the socialisation programme.
 - Identifying appropriate times for neutering and / or kennel breaks.
 - Ability to identify appropriate recommendations for acceptance / decline of volunteer applications for the puppy socialiser and temporary boarders roles.
3. Communication and Contacts
 - Ability to effectively attract, recruit and train volunteer puppy socialisers to the Charity's puppy socialisation programme ensuring both individual and charity satisfaction is achieved.

- Ability to effectively and professionally collaborate with management, other team colleagues and staff of the Charity.
- Ability to communicate effectively and appropriately with puppy socialiser volunteers, including their immediate family.
- Ability to communicate effectively and appropriately with other Charity stakeholders, e.g. breeders, vets.

4. Planning and Organisation of Work

- Ability to plan your own work to meet agreed targets and objectives.
- Ability to utilise time and other resources of yourself, colleagues and volunteers effectively and efficiently.
- Maintenance of accurate records and sharing with relevant departments.

5. Creativity

- Ability to respond effectively to unexpected situations – particularly when working alone with puppy socialiser volunteers.
- Ability to positively embrace change by not only being flexible towards the ideas of others but also putting forward ideas to colleagues that will enable the Charity's work to develop. This will involve creativity in problem solving and making appropriate responses to new ideas and unexpected situations.
- Ability to take a continual improvement approach to all situations and collaborate with other to identify and achieve best practice.

Other Requirements

1. Whilst employed by Dogs for Good you will be required to hold a full UK Driving Licence.
2. You will occasionally be required to work and stay away from home. You will be expected to make personal arrangements to enable you to fulfil this.
3. You are expected to have a good understanding of safeguarding issues and how they should be applied to the work of the Charity.