

Dogs for Good Job Description



Post: Instructor
Responsible to: Service Manager

Key Tasks

1. To ensure all dog related activities are managed in a way that meets the dog's health, welfare and wellbeing needs in line with Dogs for Good policies, required current legislation and relevant industry approved standards.
2. To interview and assess applicants in line with the agreed procedure, identify and understand the specific needs of the client to be supported by the charity and decide their suitability, making appropriate recommendations to the client application panel.
3. To facilitate the development of quality and safe working partnerships between suitably trained dogs with clients and/or team leaders using Client Development Plans to support the ongoing development of clients, team leaders and facilitators.
4. To match, in collaboration with relevant staff members, suitably trained dogs to the client or team leader and client ensuring their needs are met, whilst maintaining the best lifestyle, training approach and environment for the dog to established standards.
5. To plan, organise and deliver practical and theoretical training to a range of clients and/or team leaders to meet their individual needs in line with agreed standards in situations best suited to the client which may be domiciliary, hotel, training centre and/or a workshop format.
6. To plan, organise and deliver partnership workshops to bring team leaders, clients, facilitators and their carers together to enhance their training, task-work, life-skills and to facilitate peer-to-peer support networks.
7. To provide clients with aftercare services at regular intervals and in appropriate locations or via appropriate methods to agreed standards.
8. To run regular information and training days for new applicants and assist other Instructors as required on information days.
9. To undertake continual professional development by engaging with all teams within the training department to understand the services available and how clients can benefit from working with Dogs for Good.
10. Maintain accurate records by providing verbal and written information within agreed timescales about clients, dogs and applicants as appropriate.
11. To provide support to the Charity's public relations and fundraising functions as required.

12. To act as the 'contact' person on technical matters for clients and their dogs who live and work in your responsible geographical area.
13. Any other task agreed with your line manager.

Key Competencies

1. Knowledge and demonstrable experience of:-

- Dog and human psychology.
- Dog training matters including the analysis of temperaments, behaviour, appropriate training methods and requirements, public image, solution of training and behavioural problems.
- Practical dog handling ability.
- Presenting material relevant to client group.
- Structure and activities of Dogs for Good.
- Health and safety implications of dogs, clients and staff.
- Understanding of Animal-Assisted Intervention and its successful application.
- Law in relation to dogs
- Safeguarding and data protection
- Data management and entry

2. Judgement

- Ability to work effectively as part of a team.
- Client training including adult learning styles, training approaches, specific and relevant programmes to be followed, welfare and safety and appropriate time for referral to others.
- Client selection including suitability, dog matching requirements, assessment recommendations.

3. Planning and Organisation of Work

- Ensure resources are available at the required times.
- Prioritising own workload to meet pre-agreed deadlines.

4. Communication and Contacts

- Write and present educational material as required by your line manager.
- Ability to communicate effectively and appropriately with a wide range of people internally and externally.
- Communicate effectively at all levels (oral and written skills).

5. Introducing Change (Creativity)

- Respond to recommended changes in policies and procedures and ensure these are incorporated.

- 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 Dogs for Good's work to develop. This will involve creativity in problem solving and making appropriate responses to new ideas and unexpected situations.
- Ensure that practices and procedures for the provision of training conform to standards of good practice as required by Dogs for Good and other relevant bodies.

Other Requirements

1. Accompanying dogs in the charity's vehicles is part of the job, so a full driving licence is preferred, but where applicable, we will work with the chosen candidate to find alternative solutions where reasonable adjustments are required.
2. As you will be working with children and vulnerable people, you will be required to undergo a basic DBS check and adhere to all Dogs for Good's Safeguarding policy and procedures.
3. You will occasionally be required to work and stay away from home for short periods to meet the training and visit needs of clients and their dogs.
4. Due to the nature of the role, flexible working hours may be required in some instances to facilitate the effective delivery of the work e.g. working during the school holidays or around school timetables with school age clients.