

Puppy Coordinator x 2 – Banbury

1 x Permanent Contract, 1 x 12 Month Fixed Term Contract

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| Location: | Based from Banbury Centre with regular travel using a charity vehicle. |
| Hours: | Full time (35 hours per week, Monday to Friday, 9am to 5pm) |
| Salary: | Up to £23,000 per annum dependent on experience |
| Closing Date: | Noon on Tuesday 8 April 2025 |

About The Role

This role is an opportunity for you to fulfil your dream of teaching, working with and maintaining the wellbeing of a wide range of puppies and dogs, before they move on to their service.

As Puppy Coordinator, your role focuses on building the relationship between a volunteer and their puppy, supporting the socialising and development of the puppy whilst keeping their welfare at the forefront as well as developing and supporting our volunteers. This is a fantastic opportunity to work with people from different backgrounds who have a variety of needs, personalities and personal experiences, and to help unlock our puppies potential for their future role.

A Week In The Life

It's **Monday**, and you have a busy week ahead. Your role involves a lot of driving, and your total daily travel time can be anything from 1 - 2 hours. You start your day with calls to volunteers and checking and responding to emails. You then collect an 8 week old puppy and their equipment from the Banbury centre and travel to a volunteers home to place this new puppy. This is a new puppy socialiser so you will be providing advice, how best to settle the puppy into their home and feeding, toileting and overnight advice for the first few days. From there you drive to a retail park where you meet two puppy socialisers and their puppies for an environmental visit. You are assessing how the puppies are progressing with their environmental confidence, lead walking and greeting behaviour and offering advice and support to the puppy socialisers as you go. If appropriate, you might take the opportunity to



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stop for a coffee with your Puppy Socialisers and pups offering time to catch up generally. You get back to the Banbury centre for the last hour of the day to write up your notes following the visits.

On **Tuesday**, you have a home visit where you're meeting a puppy socialiser and puppy in their home. You discuss how the puppy is progressing and you identify that there may be a high level of distraction when off the lead on a free run. You support the volunteer by taking the puppy out for a short lead walk to the local park for a free run and give guidance on how best to support the puppy and which cues to use etc. You also observe the dog's behaviour and the volunteer's handling style and ability to follow instructions. Back at the volunteer's home, you discuss techniques which should help develop the pups behaviour and that you will visit again soon and will send through a training plan for them to implement with the puppy. In the afternoon, you complete the training plan paperwork and send through to the puppy socialiser. A volunteer calls you and explains that they need a temporary boarder for their puppy, you spend the rest of your time making arrangements for this, this means that you have to reschedule the phone call you had planned with another volunteer.

It's **Wednesday** already and you have two routine puppy visits to complete today. Your morning visit takes place in the volunteer's home and local residential area, focusing on leadwork and cat distraction. Your second visit is a 30 minute drive away where you meet the volunteer in a shopping centre to advise on environmental confidence, introducing lift travel and how to settle the puppy in a coffee shop. When you return to the centre you write up your notes from the visits seen yesterday and today and plan your diary for the next 2 weeks to book in your routine visits.

Thursday morning starts with our monthly puppy team meeting with other colleagues including health and welfare and training, where you discuss all puppies that you supervise, how they are progressing, any ongoing training in place and future needs. Prospective volunteers who have applied and require a home interview are shared with you so that you can book these into your diary, as well as puppies that are expected to be born and will require homes soon. You spend some time allocating puppies to volunteers and make these phone calls and you also call volunteers to inform them that their older puppies have been allocated an intake date to come into our Banbury centre for training. The afternoon sees you holding a puppy class onsite at Banbury. You oversee the puppies arriving onsite with their socialiser and walking



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up to the training hall before starting the class (which lasts an hour) during which this month you cover settling, handling and introducing the 'leave it' cue. The puppy class usually finishes with some 121 catch ups over coffee with some of your volunteers, spending time generally catching up together. You write up your notes from the class before heading home.

It's **Friday** You have a 121 online with your line manager, where you take time to chat through how you're feeling, how your week has been, and discuss any aspects you need support with. You're finishing your week by travelling to a volunteer's home to collect their puppy because next week they will be undertaking a Puppy Assessment Week based from the centre. Therefore, you place the puppy in a temporary boarder's home closer to the centre and plan in your visits for next week with them as you will be collecting the puppy at different times each day to cover everything on the assessment that you need to.

About Dogs for Good

Inspired by the way her own dogs instinctively wanted to help, our founder, Frances Hay set up the charity in 1986. Frances's vision was to help disabled people by training assistance dogs to make daily life easier. In 2015 we changed our name from Dogs for the Disabled to Dogs for Good to reflect the wider community that we support.

Our groundbreaking work has shown us how dogs and the bond we share with them can lead to happier, healthier lives. Our work is bringing the best out of a person and dog relationship and we achieve this in many ways- some of these are:

- matching people with our highly skilled assistance dogs
- helping families make the most of the relationship with their own dog
- providing community-based support for groups of people who can benefit from a connection with our dogs
- working with research partners to advance our work and advocate for the wellbeing and inclusion of people and dogs who support them



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About Our Workplace

Dogs for Good is dedicated to advancing the boundless possibilities of what a connection between people and dogs can enable – in making everyday life fuller, healthier and happier for everyone involved. We want to support more people to benefit from these connections and we have an exciting new strategy to expand our reach and impact.

Job Responsibilities

As a Puppy Coordinator you will:

- Supervise and support a group of puppies ranging in age from 8 weeks to approximately 18 months and the volunteer puppy socialisers who raise them to become a Dogs for Good dog.
- You will regularly visit, advise, and guide your volunteer socialisers in areas to prepare our puppies for their entry into formal training and their life changing role by carrying out home visits, puppy classes and one to one training.
- A key part of your role will be to assess potential volunteer puppy socialisers and temporary boarders.
- You will also work closely with other Dogs for Good staff to ensure the wellbeing of your puppies and to match them with their eventual clients.

Skills & Experience

Essential:

- We are looking for a motivated person who is good at working with people and has a good knowledge of puppy development, behaviour and dog handling.
- They will be happy to work on their own and as part of a team.
- Strong technical dog handling experience skills, supporting volunteers and instructing will be vital to this role, including the analysis of temperaments, appropriate training methods and solution of training and behavioural problems.
- The successful candidate will have an understanding of the needs of the people who use our services and how these can be supported by a dog.
- By positively embracing and facilitating changes within our puppy socialisation programme, the successful candidate will enable the charity's work to develop.



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Other Requirements

- You must be over 18 years of age.
- Accompanying dogs in the charity's vehicles is essential and a frequent aspect of the role, so a full driving licence is preferred but, where applicable, we will work with the chosen candidate to find alternative solutions in those instances where reasonable adjustments are required.
- As you will be working with vulnerable people, you will be required to undergo a DBS check.
- You are expected to have a good understanding of safeguarding issues and how they should be applied to the work of the charity and its partner organisations

Our Benefits

- 25 days annual leave plus public holidays, with additional holiday added with length of service
- Additional days off at Christmas
- Your birthday off (and if you don't celebrate or observe birthdays, you can still take a day off to do something meaningful to you).
- Generous employer pension contribution of up to 10%
- Group income protection plan
- Group personal accident insurance
- A supportive culture underpinned by The Promise:
 - Seek to understand
 - Respect all needs
 - Make positive connections

How To Apply

If you are interested in either Puppy Coordinator role, please complete an Application Form and an Equal Opportunities Form and send them both to Sarah Knight, Office Manager, Dogs for Good, The Frances Hay Centre, Blacklocks Hill, Banbury, Oxfordshire, OX17 2BS or via e-mail, sarah.knight@dogsforgood.org

Please clearly state in your email whether you are applying for the permanent role, the 12 month fixed term role, or both.



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Applications for the vacancy will close at **noon on Tuesday 8 April 2025**.

First interviews will be held on **Wednesday 16 April 2025** via Microsoft Teams.

Second interviews will be held on **Thursday 24 April 2025** at Dogs for Good's Head Office in Banbury.

Please ensure that you are available for interview on these dates as they cannot be changed.



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