## **INTERNAL JOB VACANCIES**



24th January 2020

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| Working for Guide Dogs |  |



## **Working for Guide Dogs**

If you want to work for an organisation that makes a real difference to the lives of people who are blind or partially sighted, Guide Dogs may have a great opportunity for you. We have more than 1,000 staff working across the UK in a wide range of roles, all motivated by knowing that, whatever their job, they are playing their part in helping our clients get around independently and safely.

We welcome applications from all sections of the community and we actively encourage diversity. The skills and abilities that we are looking for are as diverse as the range of jobs we have to offer. We are committed to fostering talent and supporting the development of our current staff and registered volunteers.

Please note, all vacancies close at midnight on the date specified. If you would like more information for any of the vacancies below, please call our Volunteering Office on 0345 143 0191. CVs will not be accepted.

Please continue to the next page for details of current vacancies.

## Available roles

| Role                                      | Location                          | Closing date |          |
|---|-----------------------------------|--------------|----------|
| IGDF Office Manager                       | Central Office                    | 26/01/2020   | External |
| Office Supervisor                         | Reading                           | 26/01/2020   | External |
| Local Fundraising<br>Relationship Manager | Home Based<br>(Geographical Area) | 02/02/2020   | External |
| Site Facilities<br>Manager                | National Breeding Centre          | 26/01/2020   | External |
| Qualified Habilitation<br>Specialist      | London                            | 16/02/2020   | External |
| Financial Controller                      | Central Office                    | 26/01/2020   | External |
| Research Associate -<br>Behaviour Science | National Breeding<br>Centre       | 29/01/2020   | External |
| Qualified Habilitation Specialist         | London                            | 16/02/2020   | External |
| Major Donor Manager                       | London                            | 26/01/2020   | External |
| Access Assistant                          | Leamington                        | 26-Jan-2020  | External |
| Marketing & Communications Manager        | London                            | 26-Jan-2020  | External |
| Marketing & Communications Manager        | Leeds                             | 26-Jan-2020  | External |
| Administration Assistant - Name a Puppy   | Central Office                    | 02-Feb-2020  | External |
| Procurement<br>Assistant                  | Central Office                    | 31/01/2020   | External |
| Head of Canine<br>Assisted Services       | Redbridge                         | 11/02/2020   | External |
| Access Assistant (London)                 | London                            | 30/01/2020   | External |
| Diversity and Inclusion Manager           | Central Office                    | 27/01/2020   | External |
| Operations Support Coordinator            | Birmingham                        | 04/02/2020   | External |

| Operations Support     | Nottingham     | 04/02/2020 | External |
|------------------------|----------------|------------|----------|
| Coordinator            |                |            |          |
| Operations Support     | Leamington     | 04/02/2020 | External |
| Coordinator            |                |            |          |
| Orientation & Mobility | St Albans      | 16/02/2020 | External |
| Specialist             |                |            |          |
| Head of Events         | Central Office | 13/02/2020 | External |
|                        |                |            |          |

For further details (including how to apply) for all external vacancies, please see our jobs board by clicking anywhere on this sentence.

Thank you for your interest in working with Guide Dogs.

Please see below for the job description and person specification for each of the internal roles listed above.

The contents table at the top of this document will tell you the page number for each role.

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