



# INTERNAL JOB VACANCIES

7th January 2020

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## **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

<b>Role</b>	<b>Location</b>	<b>Closing date</b>	
Trainee Orientation & Mobility Specialist	Hull	07/01/2020	External
Trainee Orientation & Mobility Specialist	Coventry	07/01/2020	External
Trainee Orientation & Mobility Specialist	Reading	07/01/2020	External
Trainee Orientation & Mobility Specialist	Southampton	07/01/2020	External
Trainee Orientation & Mobility Specialist	Maidstone	07/01/2020	External
Access Assistant	Nottingham	15/01/2020	External
IGDF Office Manager	Central Office	13/01/2020	External
Communications Officer	Central Office	13/01/2020	External
Access Assistant	Liverpool	12/01/2020	External
Head of Skills, Information and Support Services	Leeds	19/01/2020	External
Marketing Executive	Central Office	12/01/2020	External
Digital Delivery Manager	Central Office	12/01/2020	External
Office Supervisor	Cardiff	19/01/2020	External
Office Supervisor	Reading	26/01/2020	External
Dog Care & Welfare Assistant	Atherton	13/01/2020	Internal
Local Fundraising Relationship Manager	Home Based (Geographical Area)	19/01/2020	External
Digital Communications Officer	Central Office	19/01/2020	External
Site Facilities Manager	National Breeding Centre	26/01/2020	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.

## Job Description: Dog Care & Welfare Assistant

**Vacancy** Dog Care & Welfare Assistant  
**Salary** GBP £17,879 to £18,931 per annum  
**Job Type** Grade 2  
**Category** Permanent- Full Time  
**Closing Date** 13/01/2020  
**Date Posted** 06/01/2020  
**Reference** 0000036038  
**Location** Atherton  
**Region** North West

## General Information

Job Title:
Dog Care & Welfare Assistant

Team:
Dog Care & Welfare Team

Department:
Dog Care & Welfare

Directorate:
Mobility Services

Job Location:
Guide Dog Training School

Reports To:
Dog Care and Welfare Manager

Number of Direct Reports:

None
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Number of Volunteer Reports:
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None
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Budgetary Responsibility in Pounds:
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None
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Financial Targets:
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None
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Matrix Reporting Lines To:
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None
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Level of Disclosure Check Required and Related Workforce:
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None
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## Overall Purpose

Provide for the mental and physical welfare and specialist care of all dogs whilst housed in kennels at a Guide Dog Training School. To provide day to day husbandry of dogs in kennels ensuring adherence to national dog care working practices and standard operating procedures.

## Key Accountabilities of the Role

	Key Accountability
1	To carry out day to day husbandry of up to 35 dogs within a block of kennels, ensuring application of agreed national dog care working practices and standard operating procedures. This will include the provision of specialist health care, under supervision, such as convalescing stock, puppies, whelping/nursing bitches and neonates and infectious cases providing animal husbandry.

2	Monitor and maintain the mental & physical wellbeing of dogs within the kennel environment, to ensure all dogs are fit & healthy, to allow them to progress as future guide dogs/breeding stock. Identify potential issues and refer these upwards as appropriate.
3	Responsible for maintaining behavioural responses within the kennel environment, using appropriate dog handling techniques and being aware of individual temperaments and behavioural traits. Identifying and referring potential handling or behavioural issues upwards as appropriate.
4	To support trainees and volunteers working within the kennel environment whilst carrying out daily husbandry of dogs to ensure consistency of standards.
5	Maintain accurate and up to date records, by providing verbal and written/electronic information regarding health histories and the behaviour of dogs.
6	Operates as a team member working with managers, supervisors and colleagues, by providing practical skills to fulfil the delivery of a dog care and welfare service. Maintain professional working relationships with other technical staff, other departments and external contacts (centre vet, specialists, volunteers, boarders) as required.
7	Any other activities relevant to the role that will enable us to get blind and partially sighted people out and about in the way they choose
8	Guide Dogs is a learning organisation and we are committed to fostering a positive climate for continuous learning. We expect all our people to demonstrate commitment and actively participate in continuous professional development (CPD).

All employees will be expected to comply with Guide Dogs' terms and conditions, rules, policies, procedures, codes of conduct, quality standards, authorisation processes, risk management policies etc. and relevant external regulations.



## Values and Behaviours

All staff are expected to demonstrate Guide Dogs' Values, the beliefs that guide the entire organisation.

- 1 Dedicated to superior quality
- 2 Always trustworthy
- 3 Inclusive and embracing
- 4 Customer focused
- 5 Maximising impact
- 6 Passionate and determined

## Competencies

### Staff Members

1. Supports their team and colleagues
2. Works well with others across Guide Dogs
3. Is committed to quality and service
4. Understands how Guide Dogs operates and follows agreed procedures
5. Delivers their objectives and core activities as required
6. Takes responsibility for their own performance and development

## Person Specification

Factor	Essential	Desirable
Values and behaviours	See Values and Behaviours section above.	

Job specific skills	Proven interpersonal skills in order to communicate effectively with a broad range of internal and external contacts. Able to demonstrate aptitude for dog handling	N/A
Previous relevant experience	Able to demonstrate ability to organise own work priorities within set time frames	Practical experience working with dogs within either dog care or training environment. Work with volunteers
Knowledge	Understanding of animal care and behaviour	Basic computer skills
Qualifications / Training	5 GCSEs at Grade C or above to include English, Maths and Science or equivalent qualifications OR extensive work experience that demonstrates the ability to undertake the requirements of the role	NVQ Animal Care qualification
Special requirements (such as travel /overnight stays)	Able to work unsocial hours including evenings, weekends and bank holidays	N/A
Dog friendly	Comfortable with dogs in the workplace/ office.	
Eligibility to work in UK	Proof of identity and eligibility to work in the UK	
Volunteering	Guide Dogs is a volunteer led organisation and as such all staff are required to support volunteers in their roles. This may or may not mean the direct management of volunteers	From time to time you may be asked to support / volunteer your time at Guide Dogs events that take place outside of normal working hours.

	but will require all staff to play a supporting role.	
Safeguarding	Guide Dogs is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults with whom we work. We expect all of our employees and volunteers to demonstrate this commitment.	

The post holder is required to carry out other such duties as may reasonably be required, commensurate with the grade of this post. All employees will be expected to excel in being customer centric, demonstrate advocacy for Guide Dogs at all times and be a fundraiser.

This job profile is accurate as at the date shown below. In consultation with the post holder it is liable to variation by management to reflect or anticipate changes in or to the role.

**GRADE OF POST: 2**

**DATE OF EVALUATION: 20<sup>th</sup> June 2011**

**\*\*End of document**