



INTERNAL JOB VACANCIES

20th March 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

Role	Location	Closing date	
Qualified Orientation & Mobility Specialist	London	10/03/2020	External
Qualified Orientation & Mobility Specialist	Home Based (Nominated Office)	10/03/2020	External
Research Assistant	National Breeding Centre	10/03/2020	Internal
Canine Research Associate	National Breeding Centre	10/03/2020	Internal
Legacy Engagement Officer	Home Based (Geographical Area)	10/03/2020	External
HR Project Partner	Central Office	10/03/2020	External
Community Fundraising Relationship Manager	Home Based (Geographical Area)	10/03/2020	External
Policy Manager	London	10/03/2020	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: Research Assistant

Vacancy Research Assistant
Salary GBP £21,568 to £22,838 per annum
Job Type Grade 3
Category Permanent- Full Time
Closing Date 10/03/2020
Date Posted 03/03/2020
Reference 0000037270
Location National Breeding Centre
Region West Midlands

General Information

Job Title:
Research Assistant
Team:
Canine Research Team
Department:
Influencing Team
Directorate:
Marketing, Digital and Influencing
Job Location:
National Breeding Centre
Reports To:
Senior Canine Research Associate
Number of Direct Reports:

None

Number of Volunteer Reports:

None

Budgetary Responsibility in Pounds:

None

Financial Targets:

None

Matrix Reporting Lines To:

None

Level of Disclosure Check Required and Related Workforce:

Enhanced – Vulnerable Adults and Children and Young People
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Overall Purpose

The scientific research undertaken at Guide Dogs has a significant impact on dog welfare and the effectiveness of Guide Dogs' breeding, training and service provision programmes as well as on the guide dog service and the wellbeing of people with vision impairment. The goal is to provide insightful, timely and actionable research outputs that contribute to Guide Dogs' ability to improve the mobility of people that are living with sight loss through its services. The primary functions of this role are (1) to assist with the development, execution and reporting of research activities focusing on canine behaviour, reproduction and health topics and (2) to support investigations into orientation, mobility and wellbeing, new services or updating existing strategies for the benefit of people who are blind or partially sighted. The role will support the research associates with data collection, data entry and project administration tasks. Depending on specific project needs, the post may involve some work with our customers and external organisations that are carrying out approved research activities on behalf of Guide Dogs.

Key Accountabilities of the Role

	Key Accountability
1	To accurately enter data received in electronic or hard copy form into Excel or Access as the project design requires.
2	To provide administrative assistance to the Research Associates including preparation of letters and emails, preparing updates on research, proof reading reports and manuscripts and coordinating research meetings including preparing agendas, organising Skype meetings and taking minutes
3	To assist with behavioural data collection and be practically involved in research projects including collection and preparation of samples in the field and in the laboratory
4	Provide support with project coordination and management and data collection, chasing missing data and acting as a point of contact
5	To assist with research by conducting literature and database searches.
6	To recruit participants to research projects, arrange appointments, conduct telephone interviews and assist with focus groups
7	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	<p>Proven written and spoken communication skills with excellent interpersonal skills</p> <p>Experience of data entry and administrative tasks Proficient in Microsoft Excel, Word and PowerPoint Proven ability to manage aspects of a number of projects at once</p> <p>Excellent organisational skills and ability to plan workload</p>	

Previous relevant experience	Experience of successfully managing research projects	Experience of working with or handling animals Experience working in an applied research role
Knowledge	Knowledge of relevant research methodologies and practices	Knowledge of Guide Dog's production processes.
Qualifications / Training	Minimum degree level	
Special requirements (such as travel /overnight stays)	Very occasional	
Dog friendly	Comfortable with dogs in the workplace/ office.	
Eligibility to work in UK	Proof of identity and eligibility to work in the UK	
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: 3

DATE OF EVALUATION: 13th August 2014

Job Description: Canine Research Associate

Vacancy Canine Research Associate
Salary GBP £27,472 to £29,091 per annum
Job Type Grade 4
Category Permanent- Full Time
Closing Date 10/03/2020
Date Posted 03/03/2020
Reference 0000037271
Location National Breeding Centre
Region West Midlands

General Information

Job Title:
Canine Research Associate – Behavioural Specialist

Team:
Canine Research Team

Department:
Influencing

Directorate:
Marketing, Digital and Influencing

Job Location:
National Breeding Centre

Reports To:
Senior Canine Research Associate

Number of Direct Reports:

None

Number of Volunteer Reports:

None

Budgetary Responsibility in Pounds:

None

Financial Targets:

None

Matrix Reporting Lines To:

None

Level of Disclosure Check Required and Related Workforce:

Enhanced – Vulnerable Adults and Children and Young People
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Overall Purpose

To develop, carry out and report on research activities focusing on canine behaviour, reproduction and health as required by Guide Dogs and as advised by the Research and Development Manager. The role will have a significant impact on the effectiveness of Guide Dogs' welfare, breeding, training and service provision programmes and operational effectiveness. The role will also support and develop the working relationships, practices and partnerships with canine research's external and internal partners, customers and interfaces. Depending on specific project needs, the post may involve work in close association with external organisations who are carrying out approved canine research activities on behalf of Guide Dogs. The goal is insightful, timely and actionable research outputs that contribute to Guide Dogs' ability to improve the mobility of people who are blind and partially sighted through its canine services. Where improvements are identified, the post holder will be expected to present an impact analysis and make appropriate recommendations to management.

Key Accountabilities of the Role

	Key Accountability
1	To develop and manage canine research projects as part of Guide Dogs' canine research strategy and as directed by the Senior Canine Research Associate.
2	To work in association with external research partners who are carrying out approved canine research activities on behalf of Guide Dogs. To ensure that such research activities remain compliant with Guide Dogs' research needs and expectations - in terms of outcomes and timelines and support translation into business practice.
3	To analyse data and construct reports to explain findings and to make recommendations to the relevant internal stakeholder groups as a result.
4	To act as a source of in-house expertise on the topic of canine research where it is required within Guide Dogs.
5	To make recommendations on the subject of Guide Dogs' canine research processes and initiatives, with the goal of producing the best research outcomes for the organisation and its clients. To identify further research opportunities arising from ongoing or completed research work and present these to management.
6	To review and critically analyse relevant current scientific literature to ensure the canine research programme remains current, to ensure that Guide Dogs understands the latest relevant developments in the field and to develop and maintain contacts with other relevant researchers and institutions for the advancement of our own research.

7	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).
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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 Customer focussed
- 2 Inclusive and embracing
- 3 Passionate and determined
- 4 Dedicated to superior quality
- 5 Trustworthy
- 6 Maximising impact

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 written and spoken communication skills, particularly with regard to communication of research results to people with less technical expertise in the area. Must be competent in the use of microsoft office and statistical packages (e.g. SPSS and R).	Experience of multi-level modeling, Observer software, systematic literature reviews, CRM platforms (e.g. salesforce) and stakeholder engagement.
Previous relevant experience	Minimum one years experience working in an applied research role. Experience of designing and managing research projects. Experience of communicating research results and drawing actionable insights from research data. Experience of applying relevant research methods. Experience of working with third party suppliers to deliver research projects and insights. Experience of quantitative analysis.	Proven experience in the specific area of canine research. Experience of peer review publication process. Experience of machine learning.
Knowledge	Knowledge within the area of canine behaviour development, temperament and animal training methods. Knowledge of relevant research methods,	Knowledge of Guide Dogs' production processes.

	practices and quantitative analysis.	
Qualifications / Training	<p>Degree in biological or animal behaviour science.</p> <p>Experience of successfully undertaking a number of research projects.</p> <p>Considerable experience of in the fields of canine behaviour and / or canine temperament .</p>	<p>Post-graduate qualification in related field.</p> <p>Recognised project management qualification.</p>
Special requirements (such as travel /overnight stays)	Travel to other Guide Dogs' locations and occasional overnight stays away from home may be required.	
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 but will require all staff to play a supporting role.	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.
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: 4

DATE OF EVALUATION: 24/05/18

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