



INTERNAL JOB VACANCIES

1st September 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 Habilitation Specialist	South East	06/09/2020	Internal
Senior Public Affairs and Campaign Manager	National	06/09/2020	Internal

[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: Qualified Habilitation Specialist

Vacancy	Qualified Habilitation Specialist
Salary	GBP £31,577 to £34,105 per annum
Job Type	Specialist Professional
Category	Permanent- Full Time
Closing Date	06/09/2020
Date Posted	24/08/2020
Reference	0000037561
Location	South East
Region	South East

Job Profile

Directorate: Operations

Reports To: Operations Manager- Skills, Information and Support

Matrix Reporting To: None

Disclosure Check Level: Enhanced - Adults and Children

Date created / last reviewed: 01/05/2019

Overall Role Purpose

The Habilitation Specialist helps people with sight loss to live the life they choose by delivering specialist services that enable blind and partially-sighted children and young people to become more mobile and independent.

Key Responsibilities

- To assess the needs and capabilities of children and young people (CYP) with a visual impairment (VI) and produce appropriate training programmes and recommendations as required.
- Deliver specialist habilitation (mobility and independence) services which support the Guide Dog's strategic objectives and bring independence and freedom to blind and partially sighted children and young people, across your region or nationally.

- To plan, implement and review habilitation programmes for Children & Young People with Visual Impairments (including those with complex needs) according to specific needs and capabilities, by giving one to one individual instruction in school, home and community settings.
- To provide advice, information and assistance to parents, carers and others in close contact with Children & Young People in order ensure reinforcement of training programmes and to raise their awareness of visual impairment and resources available.
- To deliver habilitation awareness training to parents / carers and professionals.
- Participate in and, as necessary, organise extra curricula activities for Children & Young People with Visual Impairments as part of their habilitation training, including occasional residential events.
- To conduct environmental accessibility audits of educational, recreational and work experience settings, and to provide recommendations to assist with the inclusion and safety of learners with sensory needs.
- To write reports and keep records of Children & Young People progress during training in order to monitor service and identify further training needs.
- To liaise and make regular contact with other relevant statutory and voluntary agencies in order to support the development of habilitation skills.
- Lead, inspire and mentor trainee staff to achieve agreed objectives within available resources. Provide technical and direct line supervision to a few allocated habilitation specialists as required.
- Have a technical understanding of the needs of Children & Young People in relation to the range of current products and services available from Guide Dogs and partner agencies with whom we work.
- Provide a staged delivery plan which is tailored to meet individual needs and expectations.
- Input and maintain records within given time frames and ensure our Data Protection policy is adhered too.
- Plan ongoing reviews of Children & Young People progress in relation to work programme objectives.
- To maintain a healthy, safe and secure teaching and learning environment and to act in accordance with all relevant policies and procedures - Guide Dogs and partner agencies.

- Any other activities relevant to the role that will enable blind and partially sighted children and young people to become independent and mobile
- 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).

Breadth/Scope of Accountability

People Accountability

Number of Direct Reports: None

Number of Indirect Reports: None

Number of Volunteers Supervised: None

Financial Accountability

Annual Income Accountability: None

Assets Managed: None

Budget Accountability: None

Application of this Job Profile

All employees are required to carry out other such duties as may reasonably be required to fulfil their role and support functional and organisational objectives.

All employees must also:

- Comply with all organisational policies
- Promote the vision and values of the organisation
- Engage in continuous personal development

This job profile is accurate as at the date shown above. It does not form part of contractual terms and may be varied to reflect or anticipate changes to the role.

Working at Guide Dogs

As well as other services to enhance the lives of people who are blind and partially sighted, we breed and train guide dogs and companion dogs. Staff and volunteers in all our locations support this work.

Therefore, all employees must be comfortable working in environments where dogs may be present.

Guide Dogs is a volunteer-involving organisation and as such all staff are required to support volunteers in their roles. This may or may not mean the direct supervision 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. All employees will be expected to advocate for Guide Dogs at all times and be a fundraiser.

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.

Guide Dogs will require proof of identity and the right to work in the UK.

Person Specification

Education/Qualifications

Essential

- Registration with Habilitation VI UK professional body. Able to demonstrate ability to meet the physical demands of the role. In the absence of a valid UK Driving License, you will be expected to demonstrate how you will fulfil this aspect of the role via alternative means.
- Children & Young People First Aid certificate
- Habilitation and Disabilities of Sight Graduate Diploma - IOE.
- Rehabilitation Officer Diploma / Certificate with relevant Children & Young People experience
- Both Mobility Officer and Technical Officer Certificates with relevant Children & Young People experience.
- Nationally recognised qualification in habilitation training for children and young people with visual impairment
- Recent training related to either sensory impairment, Community Care practice, or working with children and families

Desirable

- Advanced Certificate in Education - Working with Children with Visual Impairment
- Qualified teacher of visual impairment with a recognised mobility qualification.

Job-Related Experience

Essential

- Experience of teaching mobility and independence skills to children and young people with a visual impairment in home, school and community settings
- Experience in sensory training
- Experience of carrying out access and environmental audits
- Experience of working with children with complex needs
- Experience of working with pre-school children

- Demonstrable post qualifying experience in statutory or voluntary sector

Desirable

- Experience of training or making presentations to groups

Knowledge

Essential

- Knowledge of range of resources available to Children & Young People with visual impairment.
- Knowledge of child development. In addition, evidence of continued professional development to maintain current knowledge and experience within the field.

Skills and Competencies

Essential

- Can evidence the ability to work safely with children and young people.
- Ability to work directly with children and young people and their parents / guardians to carry out effective habilitation programmes, including low vision training.
- Ability to liaise effectively with other professionals / agencies. Assessment and planning skills.
- Effective communication skills, verbal and written.
- Good organisational and administrative skills.

Desirable

- Understanding of legislation relating to children and to disability.

Behaviours

Our behaviours capture the essence of what it is to be Guide Dogs people, whether staff or volunteer. They describe the experience we expect everyone - the people we support, donors, partners, our volunteers and staff - to have while working with us. Guide Dogs people are:

- **Person-centred** - We are a group of people working to help each person affected by sight loss. We listen, and recognise that every individual is different in where they've come from and where

they're going. We are open, empathetic and inclusive. We place the person at the centre of every decision.

- **Expert** - We are specialists in what we do. We are committed to excellence and will never stop innovating. We respect our history, but seek out ways to adapt and improve, and are always willing to learn.
- **Optimistic** - We are relentless in our belief that people with vision impairment can lead the life they choose. We are passionate about helping each person, committed to challenging barriers, and proud of who we are and what we achieve.

So, we: -

- **Partner** - We only change lives when we collaborate. We build valued relationships with donors. We work together with our service users and colleagues, volunteers and partners - and our dogs, of course - to deliver great outcomes. We support and develop each other.
- **Lead-by-example** - We can all be a guide. We take the lead and then hand it over, empowering people to make progress independently. We gain trust by having faith in others, and influence by example. We do what we say we will.
- **Engage** - We cannot change lives if we look on from the side-lines. We get involved, take ownership, and feel responsible for all we do, think and say. We celebrate wins big and small, and we hold ourselves and each other to account.

We use competency-based questioning within our recruitment processes to assess the extent to which candidates demonstrate these behaviours - in ways appropriate to this role - in how they are at work and generally as people.

Safeguarding

If the role does or may involve working with children, young people or vulnerable adults, or supervising those that do, we'll also be assessing 'safeguarding competencies' as part of the process. These are:

- Appropriate motivation to work with vulnerable groups;
- Emotional awareness;
- Working within professional boundaries and self-awareness; and
- Ability to safeguard and promote the welfare of children, young people and adults and protect from harm.

Mobility

Reliable. Self-reliant but will seek guidance appropriately. Ability to manage and prioritise a heavy workload. Positive approach to self-development. Handles problems calmly and sensitively. Ability to work as part of a team and individually. Integrity and confidentiality
Comfortable with dogs in the workplace / office.

Job Description: Senior Public Affairs and Campaign Manager

Vacancy	Senior Public Affairs and Campaign Manager
Salary	GBP £44,365 to £46,973 per annum
Job Type	Manager
Category	Fixed Term Contract- Full Time
Closing Date	06/09/2020
Date Posted	24/08/2020
Reference	0000037562
Location	National
Region	United Kingdom

Job Profile

Job Title: Senior Public Affairs and Campaigns Manager

Directorate: Marketing, Digital & Influencing

Reports To: Head of Policy, Public Affairs and Campaigns

Matrix Reporting To: None

Disclosure Check Level: None

Date created/last reviewed: 11/08/2020

Overall Role Purpose

The Senior Public Affairs and Campaigns Manager helps people with sight loss to live the life they choose by being a senior lead in political engagement and campaigns work. The role will develop strong relationships with key political opinion formers, Ministers, Secretary of States, select committees and relevant decision-makers in Westminster and Whitehall to promote Guide Dogs policy and Campaigns. They will also lead the development and delivery of current and new campaigns.

Key Responsibilities

- Political engagement and networking - Initiate, coordinate and participate in Guide Dogs meetings with UK ministers and other

senior parliamentarians. Organise and manage meetings, events and conferences. Respond to political enquires from Ministries and individual Members of Parliament.

- Campaign development and delivery - Play a leading role in the evolution of existing campaigns and the development of new ones (especially around children, young people and their families). Oversee multi-channel campaigns, commissioning high quality campaign collateral, including management of our online campaigning presence. Mobilise volunteer campaigners in support of our campaigns at a national and regional level. Undertake regular evaluation of campaigns and use learning to inform future campaigns
- Coalitions and Collaboration - Lead external coalitions to deliver the campaigns through partnership working, getting support for our campaigns to remove barriers for the Blind & Partially Sighted. Provide public affairs and campaigns updates for both internal and external use and working in collaboration with other political and campaigning staff in the sector or across sectors. Prepare political and campaign briefs for the Chief Executive Officer and Executive Director team
- Spokesperson - Represent Guide Dogs in external meetings, conferences and seminars and act as media spokesperson.
- Line management: Engage and develop each individual within the public affairs and campaigns team.
- Internal collaboration: Work in collaboration with the team to ensure we are joined-up in our approach to public affairs and campaigns work. Collaborate with colleagues across the organisation to improve our impact.

Breadth/Scope of Accountability

People Accountability

Number of Direct Reports: 5

Number of Indirect Reports: None

Number of Volunteers Supervised: None

Financial Accountability

Annual Income Accountability: None

Assets Managed: None

Budget Accountability: up to £100k

Application of this Job Profile

All employees are required to carry out other such duties as may reasonably be required to fulfil their role and support functional and organisational objectives.

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Guide Dogs will require proof of identity and the right to work in the UK.

Person Specification

Education/Qualifications

Essential

- A relevant degree in politics or equivalent

Desirable

- Political or campaigning Masters, post graduate qualification or equivalent

Job-Related Experience

Essential

- Proven experience in Political lobbying at a senior level; producing political briefings, setting up senior political meetings and party-political events management.
- Proven experience of running campaigns or communications at senior level.
- Participation/running complex partnership groups.
- Experience of leading digital campaigns

Desirable

- Proven experience of working in Westminster or working for an MP at constituency level.
- Use of online and social media to further campaigns.

Knowledge

Essential

- An understanding of advocacy-based campaigning
- Detailed knowledge of the Political framework and institutions across the UK and knowledge of the EU Parliament and the interactions of both.
- Detailed knowledge of how legislation is formulated and the process of amending it. The impact of select committees and all party parliamentary working groups.
- Knowledge of different campaigning techniques – both traditional and digital campaigning

Skills and Competencies

Essential

- Communicate effectively with politicians across all parties and all political institutions and with external organisations.
- Manage time and to plan workload effectively.
- Work well under pressure and consistently deliver to tight deadlines to political timetables.
- Work with minimum supervision.
- Act upon own initiative and work independently when necessary.
- Persuasive, supportive and credible at senior level in helping to bring about real change.
- Ability to apply political knowledge and insight to identify and develop strategic campaign interventions to further Guide Dogs agenda
- Ability to network at Westminster and across the voluntary and statutory sectors to help partnership working in the political and campaign arena.

Desirable

- Marketing and Communications skills

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- Emotional awareness;
- Working within professional boundaries and self-awareness; and
- Ability to safeguard and promote the welfare of children, young people and adults and protect from harm.

Mobility

The political activity will require some nights away from home and travel across the UK. There could be significant time away during the party conferences season and late night working due to late night fringe events All Party Parliamentary Groups.

****End of document**