Job Description

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| Job title | **Head Trainer**  **21 hours per week** |
| Salary | **£29,000 pro rata** |
| Department/Section | Training |
| Main purposes of job | * Responsible for leading BRAVEHOUND’s dog training team * Responsibility for the training and welfare of BRAVEHOUND puppies and the ongoing training of the qualified BRAVEHOUNDs * Ensuring each dog is trained to meet the terms of the Public Access Testing requirements and the requirements of relevant Assistance Dog organisations * Ensure charity meets requirements for joining Assistance Dog Organisations and develop checklist/milestones/application process thereof * Sourcing suitable puppies and dogs * Develop training scheme of work * Devise lesson plans and ensure that all training personnel adhere to plans * Coordinate communication and continuity of training with team and director * Develop timelines for achieving training outcomes * Develop and maintain progress update procedures, including early flagging system of issues |
| Key tasks / objectives | * Training and qualification of BRAVEHOUNDS * Visits to breeders to assess puppies as and when required * Recruiting and training Puppy-socialisers (volunteers) * Visits to puppy/dog socialisers * Arranging introduction meetings between the veteran and their intended support dog in conjunction with the team. * Ensuring training targets are met by having weekly updates * Compile a monthly progress report and present it to the Director and Administrator at a mutually convenient time and place * Arranging and agreeing puppy socialiser training plans * Monitoring training progress, updating on progress and implementation of the training plan * Overseeing training schedules and expectations and following up where necessary * Regular liaison with Co-ordination Manager at minimum on a weekly basis * Attend CPD as and when required by Director or Trustees to ensure full compliance with charity policies, e.g. privacy, mental health, public engagement |
| Skills/Aptitudes  Essential | • Experience of working in veteran welfare sector  • Ability to be positive and ensure a high standard of professional conduct is always maintained for BRAVEHOUND  • Accepting and tackling work goals with enthusiasm and demonstrating a strong work ethic  • Adhering to principles and values whilst demonstrating integrity and promoting equal opportunities  • Ability to be flexible and juggle a range of different tasks whilst adhering to efficient timescales  • A willingness to learn new skills and organisational working systems  • Highly developed and effective interpersonal and communication skills  • Ability to be accountable and use initiative  • Ability to work both alone and as part of a team  • Strong organisational skills and the ability to complete tasks within a structured work plan with minimal supervision  • Commitment to high quality service and efficiency in all aspects of the organisation’s operations |
| Necessary/Desirable Qualifications | Minimum 8 years’ experience as a dog trainer, Dog Training Qualification, Mental Health First Aid, Awareness of Veteran Needs (PTSD awareness), **Driving Licence**, Veterinary First Aid |
| Responsible for staff | Dog Training Staff |
| Responsible for equipment | Company mobile phone  Company laptop  Access to company vehicle |
| Reporting to | Director |