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
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| 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
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| Skills/AptitudesEssential | • 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 phoneCompany laptop Access to company vehicle |
| Reporting to | Director |