



Job Description & Person Specification

Title:	ASSISTANCE DOG INSTRUCTOR
Salary:	Starting salary per annum; £25,800 raising to £29,000 upon successful completion of training
Responsible to:	Senior Instructor
Specific Duties:	<ul style="list-style-type: none"> • Specialised one to one training of client's pet dogs for the disability program, including task work, basic obedience, jacket work etc. • Structured training for client and dog partnerships • Home visits & community-based training with clients and dogs including overnight stays and nationwide travel • Lone working across a multitude of environments, both locally and nationwide • Transferring specific trained tasks to the home environment • Ongoing support and regular monitoring visits for client-dog partnerships • Follow up training and reviews for partnerships as required • Post-graduation visits and associated reports • Responding to general training and behavioural enquiries from clients and giving advice where appropriate • Compiling written training reports • Assisting the day-to-day administration of the training department • Delivering presentations to groups of volunteers and clients • To support in the running of training classes to clients, volunteers and staff • Working with clients with various disabilities including adults with physical disabilities, epilepsy and children with autism • Supporting other departments to ensure the smooth running of operations • To be available to attend any relevant professional development courses as deemed necessary • Attending specific events which may involve flexible working hours e.g. evenings and weekends

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	<ul style="list-style-type: none">• To share on call duties as required• To be committed to the aims of Support Dogs• To ensure compliance with the ethos and policies of Support Dogs• To ensure good practise in relation to confidentiality• Any other duty as required by the Senior Leadership Team, CEO or Board of Trustees
Essential Criteria:	<ul style="list-style-type: none">• GCSE, or equivalent, in English and Mathematics• Experience of planning and delivering training to individuals• Proven and effective coaching skills• Previous and proven dog/animal training experience• Natural rapport with adults, children & dogs• Excellent communication skills with adults and children• Proficient in using Microsoft Word, Excel and E-mails• Excellent interpersonal skills• Ability to work independently using own initiative• Excellent organisational skills• The ability to work under pressure with no supervision• To be able to prioritise work and use effective time management• Demonstrates confidentiality and sensitivity• Compassionate and approachable• The ability to work as a member of a team• Adaptable approach to work• Positive attitude• Full clean driving licence
Desirable Criteria:	<ul style="list-style-type: none">• Recognised qualification in Animal Training and/or Behaviour• Experience of conducting behavioural assessments on dogs• Experience of working with people with a range of disabilities• Delivering training to groups• Previous experience of instructing clients• Recognised teaching qualification• Autism awareness training• Disability awareness training• Epilepsy awareness training• Appropriate Safeguarding training