Dogs for Good
Job Description

Post: **Development Officer**
Responsible to: **Development Manager**

Key Tasks

1. To work closely with the Development Manager, Training department teams and relevant colleagues in supporting projects. This will often require working with partner organisations and service providers.

2. To work with the Development Manager to create pilot projects for new services, in the areas of assistance dogs, education, animal assisted interventions (AAIs), and wider opportunities for bringing dogs and people together.

3. To identify potential development opportunities, both new and within existing services, providing reports and proposals where required. To develop and improve on evaluation processes or sourcing and adapting suitable measures to use to measure the outcomes of projects and services.

4. To carry out practical testing of project ideas, working with dogs and clients with varied needs.

5. To evaluate and draw conclusions from pilot projects and evaluation to feed back into the development of new and current services. This will involve data collection and analysis, writing up reports and case studies to summarise the findings of projects and services. This will also involve cascading learning to all relevant people.

6. To provide regular progress and monitoring reports to the Development Manager. This includes collating data from across the projects and services to provide content for departmental reports.

7. To support the Development Manager in the education and up-skilling of people who would be involved in the delivery of pilot projects. For example, to support staff involvement in providing AAI sessions, or collecting data as part of a project.

8. To ensure all dog related activities are managed in a way that meets the dog's health, welfare and wellbeing needs in line with Dogs for Good policies, required current legislation and relevant industry approved standards.

9. To support the Development Manager in the selection, preparation and assessment of dogs involved in projects and new services. This will include managing any dogs for whom you are the primary handler and supporting volunteers involved in their care.

10. To undertake continual professional development by engaging with all teams within the training department to understand the services available. To support the development of links with other related charities, commercial organisations and appropriate contacts relevant to the development of the charity's services.

11. To promote and enable the inclusion of research and/or evaluation of the work of the charity that promotes an evidence-based approach to service development. Where required, co-ordinating external researchers to carry out research and evaluation.

12. To ensure that data used by the development team about work with clients is collected and maintained, in line with the Dogs for Good Data Protection policy and protocols agreed with external partner organisations or service providers.

13. To keep abreast of and share literature, ideas and best practice in the areas of work relevant to the current development projects. To save and log relevant papers and publications in an online library, and where appropriate create interest groups to promote the sharing of this information.

14. To work with fundraising staff to provide information that will enable funding applications for new projects and services to be developed. To support the publicity requirements to promote the work of Dogs for Good and its partners. by carrying out talks, demonstrations and development-based promotion work, and providing updates for external and internal stakeholders through charity newsletters the intranet.

15. To carry out other tasks agreed with the Development Manager.

Key Competencies

1. <u>Knowledge and Demonstrable Experience of:-</u>
   - Human and dog psychology.
   - Understanding of disabilities, the autism spectrum, mental health conditions and dementia.
   - Working with people with a wide range of disabilities and conditions.
   - An understanding of assistance dog and Animal Assisted Intervention and how it can add value to the lives of people with a wide range of disabilities and conditions.
   - A good understanding of how organisations work and how teams are created and developed.
   - Teaching and coaching skills.
   - Statistics and psychometrics – data analysis and interpretation.
   - Project management skills.
   - Dog training matters including the analysis of temperaments, behaviour, recognising stress, appropriate positive reward based training methods and requirements, public image, solution of training and behavioural issues
   - Law in relation to disability, dogs and animal welfare.
   - Health and Safety implications of dog, client and staff.
   - Person-centred approach to working with clients.
   - Safeguarding and data protection.
   - Relevant IT skills including Word, Excel and PowerPoint.

2. Judgement
   - Ability to work effectively as part of a team, with external collaborators where required.
   - Ability to act as an advocate for a dog, and not compromise welfare.
   - Ensure that practices and procedures for the provision of services conform to standards of good practice as required by Dogs for the Good and other relevant bodies.

3. Planning and Organisation of Work
   - Ensure resources are available at the required times.
   - Prioritising own workload to meet pre-agreed deadlines.
   - Planning own workload of practical and theoretical tasks and liaising with internal / external contacts.
   - Creating and maintaining accurate records, to be made available to relevant departments as required.
   - Respond to recommended changes in policies and procedures and ensure these are incorporated.

4. Communication and Contacts
   - Ability to communicate effectively and appropriately with a wide range of people internally and externally.
   - Ability to create and maintain relationships with external parties.
   - Show empathy and sensitivity towards all people working with.
   - Write and present educational material as required

5. Personal Qualities
   - Ability to show creativity and imagination in their work.
   - Ability to positively embrace change by not only being flexible towards the ideas of others but also putting forward ideas to colleagues that will enable Dogs for the Good's work to develop. This will involve creativity in problem solving and making appropriate responses to new ideas and unexpected situations.
   - Analytical.
   - Adaptable and flexible.
   - Strong team player, demonstrating good people skills, whilst also being comfortable to work alone.
   - Enjoy a varied role.

Other Requirements

1. Whilst employed by Dogs for the Good you will be required to hold a full UK Driving Licence.

2. You may occasionally be required to work and stay away from home. You will be expected to make personal arrangements to enable you to fulfil this.

3. Occasionally, you may be required to work evening and weekend duties.

4. You are expected to have a good understanding of safeguarding issues and how they should be applied to the work of the charity.