



# **BRAVEHOUND**

## **HEAD DOG TRAINER**

### **JOB DESCRIPTION**

Head Dog Trainer ~ (21hrs per week) £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