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| Job Title: | Dog Training Manager | Job Category: | Manager |
| Department: | Dog Training Team |  |  |
| Location: | Ramsdean, GU32 1RU | Travel Required: | Yes, UK only |
| Salary Range: | £33,000 | Position Type: | Full-time |
| HR Contact: | Charity Manager | Date posted: | 31 Jan 2025 |
| Will Train Applicant(s): | Charity Manager, Client Manager, Training Team | Posting Expires: | 28 Feb 2025 |
| Applications Accepted By: |
| E-MAIL glengrant@houndsforheroes.comAttention: Charity Manager | Mail:Hounds for HeroesRookery Farm BuildingsRamsdeanPetersfield GU32 1RU |
| Job Description |
| **Role:**The purpose of "Hounds for Heroes" is to provide specially trained assistance dogs to injured and disabled men and women of both the UK Armed Forces and the Emergency Services. Through this provision our aims are to provide help and practical support leading to an enhanced quality of life for our clients. The Dog Training Manager is responsible for the successful delivery of these objectives by leading and managing the sourcing and training of suitable dogs, the identification of appropriate clients and the successful partnership of the dogs and clients.**Responsibilities:*** Development and implementation of a strategy and plan that provides a sustainable pipeline of puppies that meet the Charity’s requirements
* Designing, planning and implementing a training strategy and plan that ensures dogs are trained to the Charity’s standards within the required timescale
* Ensuring that all veterinary decisions regarding the dogs are driven by welfare and Best Practice
* Ensuring that the Charity has suitable Puppy Parents trained and available for puppies when required
* Ensuring that the Charity has suitable full-time and part-time fosterers trained and available for dogs when required
* On-going management of the pipeline of dogs in-training ensure appropriate progression or timely career-change as required
* Manage the re-homing of dogs deemed un-suitable for the programme

**Responsibilities - Client:*** Support the effective delivery of Residential Training Courses to allow successful partnership of dog and client
* The ability to support residential training in-situ at the client/Partner’s home (occasional overnight stays)
* Support the aftercare and on-going management of the Charity’s Partnerships

**Responsibilities - General:*** Ensuring that the welfare of the dogs meets the Charity’s standards from puppy selection through to retirement
* Management of the Dog Department within the allocated budget
* Timely and accurate management of on-going insurance claims
* Day-to-day line management of Department staff
* Recruitment of suitably qualified staff in line with the Charity’s requirements and budget
* Ensuring all Department documentation is accurate and up-to-date
* The provision of monthly reports to the Trustees and other ad hoc reports as should be required to support the management of the Charity
* Identification, management and resolution of risks and issues within the Dog Training Department
* Continuous review and improvement of Department strategies and plans to ensure they are in line with the ongoing needs of the Charity
* Management of any 3rd party suppliers to the Department
* Interfacing with the Admin and Support Manager and other Charity staff as required to support the Charity’s objectives (e.g. for PR, marketing etc)

**Key attributes*** A deep understanding of the vision and ethos of the Charity
* Strong leadership and management skills
* Excellent organisation and time management skills
* The ability to communicate effectively with all the Charity’s stakeholders
* The ability to develop and maintain effective working relationships with other members of the Charity’s staff, Trustees, volunteers and third party service providers (e.g. veterinary professionals)
* Good budgetary management skills
* The ability to find innovative ways of solving or pre-empting problems

**Additional Notes*** Experience working as a dog trainer is essential
* Experience of working within a Charity is desirable but not essential
* A background with assistance or service dogs would be helpful
* An understanding that whilst there are contracted hours, there will occasionally be times when the role requires working beyond these to ensure the welfare of the dogs and the delivery of an excellent service to our clients
* A full Driving License enabling the driving of a Charity Vehicle Class B1(M1) is required
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| Reviewed By: | Lexi Webb | Date: | 14 Jan 2025 |
| Reviewed By: | Sandra Parton | Date: | 30 Jan 2025 |
| Reviewed By: | Lauren Carter |  | 14 Jan 2025 |
| Approved By: | Glen Grant |  | 31 Jan 2025 |
| Last Updated By: | Glen Grant | Date/Time: | 31 Jan 2025 |