



Dog Training Intern

Job Description & Person Specification

Dog Training Intern (voluntary role, approx. 6 months)

Contract type	Volunteer Trainee Placement leading to employment upon reaching the required standard
Hours	6 hours' minimum volunteering and training per week, to be continuously reviewed
Salary	Unpaid during the training period (approximately 6 months), then at the living wage when starting employment
Holidays	To be arranged when training is completed
Responsible to	Operations & Development Manager/Senior Trainer & Behaviour Practitioner
Probation	3-6 months after starting employment
Support	Monthly individual mentoring & team meetings

Main aim & objectives

SPPOT requires a Dog Training Intern to train with us, to go on to deliver puppy and dog training services from our base in Haverfordwest.

The intern post requires the successful person to work voluntarily during the training period (min 1 day per week or equivalent). The intern will need to achieve at least Level 2 of SPPOT's accredited canine welfare and training course and be prepared to work towards membership of an ethical professional dog training organisation. Upon successful completion of the training and volunteering period, the intern will be able to move into paid employment, running puppy and dog training courses and individual training sessions.

Intern Role Description (voluntary)

- Undertake an accredited training course with SPPOT in the care, welfare and training of dogs to at least Level 2 standard.
- The training course is largely based in volunteer work with individual mentoring and coaching.
- To help set up SPPOT DHQ in the morning for the days' training and daycare

- Prepare and provide treats for each session.
- To help monitor health & safety with regards to the dogs, all users of the venue and the safety of the premises.
- To greet dogs and owners as they arrive, professionally and courteously.
- To record information from the owner, according to the procedure.
- To help with domestic arrangements as needed e.g. cleaning, drink making & washing up.
- Cleaning up dog urine and faeces indoors according to the correct procedure.
- Ensure that all dog mess done outside is picked up and disposed of properly.
- Ensure enough dog water bowls are provided for the number and size of dogs and according to the season and ensure they are kept filled.
- Assist SPPOT Staff with any other tasks
- Anticipate what to do according to the needs of the dogs and the care plan, for example, provide exercise, food, water, play, rest, grooming, drying off.
- Socialise dogs carefully, according to direction, care plan and risk assessment.
- Exercise dogs according to the individual care plan and the risk assessment carried out by the staff.
- Assist with training exercises when required and as directed.
- Pack away all equipment at the end of the session.
- Clean the premises at end of day.
- Debriefing session at the end of each day

Dog Training Instructor

Upon successful completion of the internship programme

Contract type	Hourly paid
Hours	Minimum hours to be agreed after the training period
Salary	At current national living wage
Holidays	As per contract
Responsible to	Operations & Development Manager/Senior Trainer & Behaviour Practitioner
Probation	3 months
Support	Monthly individual mentoring & team meetings

Main aim & objectives

To coordinate and deliver the dog training and behaviour services of SPPOT, A Community Interest Company.

- To deliver puppy & dog training courses
- To continually develop and progress the canine behaviour and training services

Key Tasks

- To work with SPPOT's Board and Management Team to carry out the Business Plan including the marketing plan, as it related to the dog training and behaviour services of the company.
- To introduce puppy and dog training courses back into SPPOT's range of services.
- Market, develop and carry out one to one training sessions.
- As part of a team, plan, market and deliver dog training workshops and seminars.
- Contribute to the ongoing monitoring and appraisal of the services provided, including the quality assurance systems.
- Work with and support volunteer class assistants
- Attend any relevant meetings to plan, deliver and review training courses, workshops and behaviour work.
- Professionally liaise with customers from first point of contact to last.
- Professionally liaise with veterinary practices for the benefit of customers and SPPOT.
- Professionally liaise with other professionals for the benefit of customers and SPPOT.
- To carry out planning, reporting & record keeping both digitally and in writing.
- To develop the dog training and behaviour services in any which the post holder agrees with SPPOT's Board and Management.

General tasks:

- Set up the venues to meet the needs of the course participants.
 - Monitor health & safety with regards to staff, volunteers, the dogs, all users of the venue and the safety of the premises.
 - Carry out risk assessments as required by law.
 - Manage customer payments and sales as required by the role, according to company procedures.
 - Manage domestic arrangements as needed e.g. cleaning, food and drink for customers and dogs.
 - May be occasionally required to provide cover for volunteer dog walkers working in the community, e.g. in the event of illness.
 - Clean the premises at end of day according to established procedures
- Complete any other reasonable tasks as appropriate to the general nature of the role.

Person Specification

Specific for the Role

- Must be fully committed to the ethical handling and training of dogs.
- Must be a member of, or working towards membership of a, animal training and/or behaviour organisation committed to entirely ethical and humane treatment of animals e.g. APDT or IMDT
- Must be willing to work with lots of different people with varying needs, such as people with learning disabilities, mental health problems, substance misuse problems and physical disabilities

<p>General to The SPPOT Team</p>	<ul style="list-style-type: none"> • Considerable experience of living with or working with dogs • Excellent written and oral communication skills. • Excellent organisational skills, particularly managing people, dogs, time and tasks • Must be able to demonstrate confident and clear communication skills. • Possess good risk management skills • Will need to have or be willing to undertake training in the Protection of Vulnerable Adults. • Be able to work well independently on own initiative • Be able to work well as part of a team • Have good time keeping • Be very reliable • Be able to take direction and give direction • A good eye for detail and the ability to produce a good quality of work in tight timescales with sometimes limited supervision. <ul style="list-style-type: none"> • Computer & Smartphone literate or at least 'comfortable and willing to learn'. • Enthusiasm, confidence and drive • Willingness to check all online systems at an agreed frequency rate agreed with the line manager. • Technical and practical skills to include setting up printing and collating written materials. • Confidence to liaise with the people we work with outside of SPPOT e.g. vets, groomer, social workers and so forth. • A welcoming and helpful approach when dealing with anyone while carrying out the role. • Car driver with a willingness to use own transport for carrying people and dogs (business insurance required, financial help may be available). • Attend training sessions and meetings as required.
<p>Recruitment Requirements</p>	<ul style="list-style-type: none"> • Able to work at least one day per week (or equivalent e.g. 2 half days) voluntarily while training. • Application form • Enhanced Disclosure and Barring Check (DBS) • Two professional references • Probation period of 3-6 months after training • Proof of right to work in UK • Car driver with a willingness to use own transport for role. Some aspects of the role may need to be carried out using public transport.