



Job Title:	Senior Training Advisor
Salary:	£22,500-£23,000 FTE, depending upon experience (six-month contract)
Responsible to:	Head Trainer (also Co-Chair)
Location:	Flexible working: home or office base with space available in the Shrewsbury office when needed.
Hours	22.5 hours per week, with TOIL for out-of-hours work
Other conditions	Six-month contract

Role Purpose

The Senior Training Advisor will play a key role in supporting the Head Trainer by carrying out appropriate key duties to ensure efficient delivery of all aspects of service delivery and charitable services.

Supporting the Head Trainer with all aspects of service delivery, carrying out appropriate duties to ensure the efficient delivery of all aspects of service delivery and charitable services. Also responsible for coordinating and supporting volunteer Training Advisors.

Key Responsibilities/Duties

- To work closely with the Head Trainer to;
 - Ensure overall effective delivery and development of Dog A.I.D. services, including online/virtual training programs.
 - Manage cases of concern and providing updates and outcomes.
 - Be responsible and accountable for overseeing the training carried out by the trainers.
 - Plan and deliver Client/Trainer workshops and Showcase days.
 - Develop training materials and resources for trainers and clients.
 - Ensure the health and welfare of the dogs on the Dog A.I.D. scheme.
- To work with the Volunteer Manager to;
 - Educate volunteer trainers in areas such as equity, disability awareness and mental health awareness.
 - Coordinate Dog A.I.D.'s team of volunteer trainers, including supporting the trainers with trainer drop-in meetings.
 - Evaluate and assess new trainer applications.
- To work with the admin team to;
 - Develop and implement effective, consistent and equitable processes that support service delivery.

- Manage and respond to comments regarding training highlighted in monthly reports, identifying any that require further investigation.
- To manage the client Initial Assessment process and six-month probationary period.
- To act as the Internal Verifier for assessment of all levels.
- Keep appropriate records for ADI accreditation process in line with data protection and confidentiality requirements.
- To complete any training required to fulfil the role.

Person Specification

- Recent experience as a volunteer Dog A.I.D. trainer.
- Professional experience in positive dog training techniques.
- Finds value in working with both people and dogs and is driven by the overall goal to help transform the life of disabled people.
- Compassion and understanding of challenges for physically disabled people and the potential life-changing impact their dogs can provide as trained Assistance Dogs.
- Effective interpersonal skills with a diverse range of people: clear communication, teamwork, collaboration, management, negotiation, influencing, presentation, and problem-solving skills with the ability to empathise and understand individual needs.
- Good organisational and time management skills, with the ability to multitask, self-manage, plan and prioritise workload for self and colleagues when working on joint projects.
- Knowledge of legal requirements including safeguarding, health and safety, lone working, confidentiality, and UK GDPR.
- Proficient IT skills (MS Office) and the ability to produce clear reports.
- A good understanding of and commitment to the social model of disability; equity, diversity, and inclusion.
- Ability to travel if required across the UK.
- Commitment to Dog A.I.D.'s values and mission.
- Ability to think creatively, cope with limited resources, use your initiative, and seize opportunities - a 'can do attitude' willing to go over above your job role in order to contribute to the ongoing success of this small charity.
- Passionate about Dog A.I.D.'s charitable aims, service and delivering impactful work.

What we offer in return

- Working in a small charity with a friendly and supportive culture.
- Option of home, flexible and hybrid working, with generous annual leave, and occupational sick pay.
- The opportunity to develop the role, make it your own and directly contribute to the success and growth of the charity.

- The opportunity to learn all aspects of a busy small charity, changing the lives of disabled people across the UK through Assistance Dogs and skilled volunteering - lives like these: www.dogaid.org.uk/case-studies

Other requirements

The ability to travel and to have flexibility in terms of days and hours worked to include evenings and weekends if needed at workshops, events and trainer education on a reasonably regular basis.

Due to the nature of the charity's work, an enhanced DBS check will be required.

The duties in this job description may change from time to time following a review and in discussion with the post holder and their line manager.