

Job Description



Job Title: Qualified Guide Dog Instructor	Department: Technical Training Team	Reports to: Guide Dog Programme Manager
Hours: 35 hours per week	Location: National Headquarters and Training Centre, Model Farm Road, Cork	Contract Term: Full Time

Purpose of Role

The Guide Dog Instructor provides specialist training of Guide Dogs to ensure they achieve the required standard to support our visually impaired Clients. The role also provides specialist training and after care to Clients to ensure the safety and proper working of the created partnership.

Key Responsibilities

- Carry out required preliminary assessments.
- Prepare selected dogs according to the pre-determined programme to ensure that dogs are supplied within the desired timeframe and quality standards. This includes ensuring dogs are class ready and appropriate matches are identified.
- Works with the Technical Lead in planning and completing all post-class, follow up and aftercare visits in a timely manner. This includes maintaining and documenting accurate records.
- Identifies temperamental and behavioural issues and ensures the application of appropriate solutions. Highlights all health issues and promptly refers them to be reviewed.
- Works with the Technical Lead and team to ensure strong confident Guide Dog partnership matches. Reports all appropriate matches and details to the Client Service Administrator in the approved timeframe to ensure Clients are informed of any call to class in a timely manner.
- Maintains accurate and up to date records for dogs in their charge. Maintain regular and appropriate communication with Puppy Raisers to update on the dogs' progress.
- Supports a 'one team' approach and builds effective relationships with all stakeholders such as supporting fundraising initiatives.
- Assists in training new staff, students, Puppy Raisers, Apprentices, Guide Dog Mobility Instructors, and others as required and assigned.
- Compliance with agreed reporting processes to maintain accurate data and quality control standards.
- Any other duties as outlined by your line manager from time-to-time.

In addition to these key accountabilities, you may also have ownership for one or more key processes which will be communicated to you via your manager and/or the Performance Management framework.

Experience, Education and Skills

Essential:

- Qualified Guide Dog Instructors only: Qualified Instructor (G.D.M.I. or G.D.O.M.I.) from an accredited body with a proven track record of delivering key outputs.
- Proven track record for consistently meeting and exceeding goals and delivering a superior level of job performance.
- Very strong interpersonal skills with the ability to build relationships with all stakeholders.
- Strong team player, excellent communication skills and solution-focused.
- Competent in Microsoft Office.
- Great attention to detail.

Desirable

- Animal care qualification or equivalent qualification in a relevant discipline such as psychology.
- Qualified in teaching or mentoring in an associated field.
- Practical experience working with dogs within either dog care or training environment.
- Evidence of continued professional development to enhance knowledge and experience relevant to the role.
- Experience of a least one aspect of the disability sector.

Special Conditions

- Full clean driving license essential.
- Must be eligible to work in Ireland and EU.
- Full Garda (Police) Vetting including any time spent overseas.
- Physically able to complete the work required and perform tasks that require manual handling techniques such as lifting, pulling, pushing, etc.
- Physically able to work outdoors all year round in all weather conditions (as approx. 50% of role will be completed outdoors).
- Ability to work evenings, weekends and unsociable hours as required and an acceptance of the need to travel nationwide as part of the role. Please note that you will be required to work approximately 12 weeks per year (a maximum of 3-week duration per incidence) away from the Training Centre where you will need to stay overnight depending on location.

To apply, please send the below information to Recruitment@GuideDogs.ie

- Up-to-date CV
- Cover letter

Irish Guide Dogs for the Blind is an equal opportunities employer