



Working for Guide Dogs

Why choose to work for Guide Dogs?

If you want to work for an organisation that truly makes a difference to the lives of blind and partially sighted people then Guide Dogs could be the place for you.

Guide Dogs staff are motivated by the fact that all the roles in the organisation go some way towards supporting our customers getting out and about in the way they choose.

We offer many varied careers and as one of the UK's leading charities, the experience and reward you will gain will be second to none. In order to fulfill our vision, purpose and values we look for people from all backgrounds with a variety of skills and abilities.

Guide Dogs Purpose

We will deliver a world class guide dog service as part of a range of mobility services, and work to break down barriers to ensure blind and partially sighted people can get out and about on their own terms.

Technical staff

Guide Dogs has four Dog Training Schools, a Breeding Centre, and Teams located across the country, where all of our technical staff are employed.

Our Technical staff fall into five main categories, Dog Care Staff, Puppy Walking Supervisors, Guide Dog Trainers, Guide Dog Mobility Instructors and

Mobility Instructors. This pack contains an outline of the day to day duties, qualifications and salary expectations for these roles.

Dog Care Staff

About the job

Work usually starts at 7.30am. The day is spent feeding, grooming, carrying out hygiene routines, monitoring the health of dogs and assisting in the education of dogs/puppies. Other duties include the care of sick or post-operative dogs and ensuring the provision of an excellent standard of care and welfare provision.

Evenings, weekends and bank holidays are worked on a rota basis. Dog Care Staff consist of Dog Care Technicians and Dog Care Assistants. Technicians undertake an internal training programme and Assistants receive full on the job training.

Dog Care Technician Training Programme

We offer a 10 month internal Dog Care and Welfare training programme. The training programme covers all aspects of dog care and welfare, including veterinary care, general welfare, environmental enrichment, dog handling and obedience.

Entry qualifications:

Candidates applying for the Dog Care Technician role need to be able

to demonstrate one of the following qualifications:

1. 2 'A' levels or equivalent one of which must be in an area of biological or social sciences
2. C&G Guide Dog Trainer, Dog Care & Welfare or DipHE in Rehabilitation Studies
3. Appropriate Access to Higher Education Course 'Certificate of Achievement'
4. NVQ Level 3 in an area of biological or social sciences
5. 4 A/S levels one of which must be in an area of biological or social sciences

Mature students working in animal management/behaviour or social care industries and without evidence of the above qualifications, will be required to demonstrate an ability to study at FdSc level, meet the competencies required for the role and pass the assessment process.



Candidates applying for the Dog Care Assistant role are required to demonstrate they have 5 GSCE's grade A to C (or equivalent).

Skills and experience

Ability to demonstrate you can work effectively within a team, and also on your own initiative.

Ability to communicate effectively and to be flexible, proactive and creative in your approach to problem solving.

Ability to organise your own work priorities and carry out all of the practical duties involved within the role.

Where the roles are based

The Dog Care Staff are based at our 4 Guide Dog Training Schools in Forfar, Atherton, Leamington and London, and also at our Guide Dog Breeding Centre in Tollgate.

Salary: Dog Care staff roles start at £15,332 per annum rising after the completion of various competencies.

If you are interested in these positions, contact the Dog Care and Welfare Manager at Forfar, Atherton, Leamington or London, or look on the Guide Dogs website for current vacancies.

Puppy Walking Supervisor

About the job

The Puppy Walking Supervisor (PWS) manages a geographical area called a scheme. They place 6 week old puppies into volunteer homes and are responsible for the appropriate and timely development of the puppies. This is done through the supervision of the volunteer Puppy Walkers who care for and prepare our young dogs for their future role as a guide dog. Duties include

the recruitment, training, support and line management of approximately 50 volunteers and ensuring the required number of volunteers are in place to take the allocation of six week old puppies from the breeding centre. They also include supplying the agreed number of young dogs at the required standard for the commencement of their guide dog training. The role requires excellent people, teaching and problem solving skills.

Training Programme

For trainee PWS's we offer an 18 month training programme to cover topics such as puppy development, volunteer management and recruitment and dog care. The training includes a period of time working on scheme with supervision to fully develop the required skills.

Entry qualifications

The minimal level of qualification/experience prior to appointment including;

Candidates need to be able to demonstrate one of the following qualifications:

1. 2 'A' levels or equivalent one of which must be in an area of biological or social sciences
2. C&G Guide Dog Trainer, Dog Care & Welfare or DipHE in Rehabilitation Studies
3. Appropriate Access to Higher Education Course 'Certificate of Achievement'
4. NVQ level 3 in an area of biological or social sciences
5. 4 A/S levels one of which must be in an area of biological or social sciences

Mature students working in animal management/behaviour or social care industries and without evidence of the above qualifications, will be required to

demonstrate an ability to study at FdSc level, meet the competencies required for the role and pass the assessment process.

A full UK valid driving licence, or be able to demonstrate how the role can be carried out without this.

Skills and experience

Skills and experience required or demonstrating clear potential to be developed as part of the training programme;

- Teaching, training, coaching, mentoring and supervisory skills as required for one to one and group work
- Planning and organising self and others
- Information gathering and problem solving
- Highly-developed verbal and effective written skills.
- Dog behaviour, handling and understanding as well as an understanding of dog law.
- Basic PC skills (email; Word; Excel; file management)

Where the roles are based

The Puppy Walking Supervisor could be based out of one of our 4 Dog Training Schools in London, Leamington, Atherton or Forfar or home based depending on the location of the scheme.

Where will the roles be advertised?

Trainee PWS positions are advertised on our web site as and when a position arises.

Salary: Starting salaries for trainee puppy walking supervisors is £15,322 rising to £26,062 upon qualification. Salaries will increase at intervals subject to the completion of various competencies.

Guide Dog Trainer and Trainee Guide Dog Trainer

About the job

After puppy walking, dogs are returned to the Dog Training School and the Guide Dog Trainer begins by helping the dog to adjust to the routine of training. Simple walks are given to assess the dog's abilities, and then the proper training begins. Trainers may walk many miles each day preparing the dogs for their future work. When the dog is ready, the Guide Dog Trainer passes it on to an Instructor for its advanced training and matching with a visually-impaired client. Some evening duties are necessary.



Training Programme

We offer a 14 month training programme in guide dog training which is designed to equip staff with the knowledge and skills to train our dogs to the high standard that is required to be a working Guide Dog.

Entry qualifications:

Candidates need to be able to demonstrate one of the following qualifications:

1. 2 'A' levels or equivalent, one of which must be in an area of biological or social sciences
2. C&G Guide Dog Trainer, Dog Care & Welfare, Puppy Walking Supervisor or DipHE in Rehabilitation Studies
3. Appropriate Access to Higher Education Course 'Certificate of Achievement'
4. NVQ Level 3 in an area of biological or social sciences
5. 4 A/S levels one of which must be in an area of biological or social sciences

Mature students working in animal management/behaviour or social care industries and without evidence of the above qualifications, will be required to demonstrate an ability to study at FdSc level, meet the competencies required for the role and pass the assessment process.

You must hold a full UK driving licence, or be able to demonstrate how you will fulfil the role without this.

Skills and experience

- Must have good planning and organisational skills, and be able to work to timescales.
- Excellent verbal communication skills – including the ability to influence and persuade, and adopt different styles of communication.
- Good writing skills.
- Ability to work on your own initiative, demonstrating a flexible and adaptable approach, but also empathetic, a team player and results-focused.
- Must be capable of meeting the physical demands of the role.

Salary: Salary for Trainee Guide Dog Trainer starts at £15,332 per annum rising to £20,183 per annum on qualification upon the completion of the training programme.

Where the roles are based

The role of Guide Dog Trainer is based at our 4 Guide Dog Training Schools which are in Forfar, Atherton, Leamington and London.

If you are interested in these positions, contact the Dog Training School Manager at Forfar, Atherton, Leamington or London, or look on the Guide Dogs website for current vacancies.

Guide Dog Mobility Instructor and Trainee Guide Dog Mobility Instructor

About the job

The GDMI takes the dog through the final advanced stages of training and matches it to a compatible visually-impaired client. Instructors then work daily for up to four weeks with the dog and client, either at their home or from a hotel, to train them and help them work as a partnership. The client is supported long term by visits from the Instructor, and 'aftercare' visits that are made periodically to provide support to the guide dog owner. Instructors' work is hard and demanding and they walk long distances almost every day, in all conditions, but this is clearly counterbalanced by the satisfaction provided by this challenging role.

Plenty of travel and some nights away are required.

Training Programme

We offer a training programme for Trainee Guide Dog Mobility Instructors; this is a 3 year programme covering dog care and training and client-related subjects such as social care and home visits.

Entry qualifications:

Candidates need to be able to demonstrate one of the following qualifications:

1. 2 'A' levels or equivalent one of which must be in an area of biological or social sciences
2. C&G Guide Dog Trainer or DipHE in Rehabilitation Studies
3. Appropriate Access to Higher Education Course 'Certificate of Achievement'
4. NVQ Level 3 in an area of biological or social sciences
5. 4 A/S levels one of which must be in an area of biological or social sciences
6. Certificate in Higher Education Canine Assistance: Puppy Education & Development, Care of Breeding Stock & Neonates, Assessment & Rehoming of Dogs, Care & Welfare.

Mature students working in animal management/behaviour or social care industries and without evidence of the above qualifications, will be required to demonstrate an ability to study at FdSc level, meet the competencies required for the role and pass the assessment process.

You must hold a full UK driving licence, or be able to demonstrate how you will fulfil the role without this.

Skills and experience

- Substantial experience of working with adults or children in the areas of

- teaching, training, coaching, mentoring or supervising.
- Highly-developed verbal and effective written skills.
- Ability to plan and organise self and others.
- Information gathering and problem solving skills.
- Ability to work as part of a team and unsupervised as required.
- Basic PC skills (email; Word; Excel; file management).
- Trainees must be able to undertake the three year traineeship programme, including training away from home at other Guide Dogs locations or in other residential facilities for up to six months at a time.

Where the roles are based

The role of a Guide Dog Mobility Instructor could be based out of any of our Teams across the UK, however you will have to complete up to 12 months training at one of our Guide Dog Training Schools in the first year and visits at intervals during the following 2 years for short periods. We do not recruit at all Teams annually, you can check the website to see which teams are advertising at any point.

When will the roles be advertised?

Trainee GDMI positions are usually advertised twice a year on our website. Vacancies will be located within various Teams across the country. To find out whether any dates have been set for new intakes of Trainee Guide Dog Mobility Instructors please contact the Senior Support Worker at Liverpool, Leamington or Wokingham.

Salary: Trainee GDMI start at £15,332 per annum rising to £26,062 per annum on qualification of the three year training programme. Salaries will increase at intervals subject to the completion of various competencies.



Mobility Instructor

About the job

The role of the Mobility Instructor is to work with people who have a visual impairment to develop or adapt their existing skills and abilities, enabling them to lead an independent life through mobility training.

Entry qualifications:

Foundation Degree in Rehabilitation Work (Visual Impairment).
Diploma in Rehabilitation Studies.
Mobility and Technical Officer Certificates

Skills and experience

- A good standard of health and fitness is necessary.
- Strong interpersonal skills and excellent communication abilities are required for this position.

- Principal responsibilities include training people in orientation and mobility, who may have multiple disabilities/dual sensory loss.

Where the roles are based

Mobility Instructors can be based at any of our Teams, If you are interested in these positions, please contact the Senior Support Worker at Liverpool, Leamington or Wokingham.

Salary: Starting salaries vary between £24,614 to £26,062 per annum; this is dependant on level of experience.

Employee benefits

Here are some of the benefits that you would receive as an employee of Guide Dogs.

- Occupational sick pay scheme
- Annual leave (minimum 25 days)
- Group Personal Pension Plan
- Occupational maternity scheme
- Occupational paternity scheme
- Flexible working
- Childcare voucher scheme
- Eyecare Scheme
- Personal Accident Scheme
- Life assurance benefit
- Employee Assistance Programme and Occupational Health provision
- Wellbeing initiatives
- Dog-friendly environment

If you are interested in any of these positions, please telephone the appropriate centre on the following numbers:

Forfar	0845 372 7408
London	0845 372 7421
Atherton	0845 372 7403
Wokingham	0845 372 7433
Liverpool	0845 372 7420
Tollgate	0845 372 7432
Leamington	0845 372 7417



You can view all current vacancies on our website:

<http://www.guidedogs.org.uk/aboutus/aboutusjobs/jobs/>