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| **Training & Behaviour Advisor Job Description** |

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| **Job Title:** | Training & Behaviour Advisor |
| **Reporting to:** | Animal Centre Manager, Deputy Manager |
| **Location:** | RSPCA Animal Centre. Wade Street, Halifax |

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| **Job Purpose**: |
| Responsible to the Animal Centre Manager or in their absence, to the Deputy Manager, responsible for assessing and monitoring the behaviour and welfare of dogs in the RSPCAs care. This will include devising behavioural plans and carrying out or overseeing environmental and behavioural modification to maintain high standards of welfare, support successful rehoming and reduce returns. You will be required to support and train staff and volunteers.  . |
| **About the Department and role:** |
| The RSPCA Halifax, Huddersfield, Bradford & District Branch is an independent branch of the RSPCA. Our Animal Centre cares for, rehabilitates, and rehomes hundreds of cats, dogs, and small animals each year. The RSPCA Halifax, Huddersfield, Bradford & District never put a healthy animal to sleep.  The RSPCA Halifax, Huddersfield, Bradford & District Branch rehabilitates and rehomes approximately 800 animals each year.  The animal centres aim to deliver high standards of animal welfare and successfully rehome as many animals as possible.   * **Animal care and welfare** – Ensure the highest standards of animal care and welfare within the Animal Centre, * **People** – Working as a team and liaising with other Animal Care Assistants. * **Training and Development** – Attend and participate in any training events deemed suitable for your role * **Volunteers –**Work alongside volunteers and students so they feel supported, respected, and valued. * **Health and Safety** – Be responsible for your own health and safety. |
| **Specific responsibilities** |
| **People**  The post holder is part of the frontline staff, maintaining good customer relations and projecting a professional image for the society.  Oversee staff and volunteers giving basic obedience training to our centre dogs.  Responsible for training Animal Care assistants to implement behavioural training programmes.  Responsible for the recruitment, training, and ongoing retention of volunteer dog walkers and Dogs Day Out members.  Advise members of public adopting RSPCA dogs as to how to deal with behavioural problems that they may encounter with their dog. |
| **Welfare of Animals at the Animal Centre**  Assess behaviour and welfare of dogs at intake into the Animal Home and throughout their stay by use of agreed criteria. Complete detailed and accurate records of each animal.  Produce, or depending on need, supervise production of a behaviour, welfare, and training plan for every dog in the Animal Home.  Implement or, depending on need, supervise other staff implementing the plans and ensure ongoing observation and assessment of progress for each dog.  Implement, and/or advise on changes that may be required to behaviour, welfare, and training plans.  Provide proactive and reactive advice and support on welfare, behaviour and training to RSPCA staff, volunteers, fosterers, adopters, and owners of RSPCA dogs.  Provide preadoption meetings and post adoption telephone or face to face support as required for adopters, to maximise successful rehoming and minimise returns.  Plan and deliver agreed training on animal behaviour and welfare matters to RSPCA staff and volunteers, enabling them to implement interventions. Assess their ability to work with individual RSPCA animals and to meet standard procedure requirements.  Check that animal welfare standards are maintained in accordance with RSPCA policies, in line with the standards required by the RSPCA licensing and the Animal Welfare Act. Take action where necessary.  Maintain an up-to-date and evidence-based knowledge in the behavioural rehabilitation and welfare of companion animals.  Follow the correct procedures for assessment, rehoming, and euthanasia of dogs, (please note we do have a non-destruction policy) only on Veterinary advice and welfare grounds.  Implement traffic light system for dogs in line with headquarters guidelines.  Attend weekly senior meetings and act on any relevant points raised. |
| **Health and Safety**  To ensure the Manager is made aware of any health and safety incidents/concerns.  Report any faulty equipment, lighting, heating, ventilation etc to the supervisor/management team.  Ensure areas are safe and secure before work commences and when work finishes.  Follow procedures as laid down in the Health and Safety manual to be observed in all aspects of work.  Co-operate with society policies and procedures for health and safety.  To take care of their own health and safety and that of others who may be affected by their acts and omissions |
| **Administration**  Completion of all necessary administration and paperwork required by the role.  Use branch software Animal Shelter Manager  Complete daily observations for animals in their care.  Behaviour observations to be completed where necessary.  Ensure all paperwork and records are completed and accurate.  Training plans for each dog checked and completed daily.  Complete RSPCA standard procedures |
| **Fundraising, Publicity, Public Relations**  Participate in any fundraising or publicity events that the Animal Centre manager/Deputy Manager considers appropriate.  Attend to the needs of the client/customer/public, face to face or via the telephone. Liaise with colleagues in other departments/volunteers/fundraising team.  To devise and run training classes to promote responsible pet ownership whilst raising vital funds for the Animal Home. |
| **General**  Attend and participate in any training events considered appropriate by the animal centre manager/Deputy manager.  Drive the establishment vehicle on society business, if applicable. |