



Operations – Regional

Job Title:	Regional Rehomer – Leinster Area
Reporting to:	Regional Rehoming Manager
Location:	Leinster/ Dublin Rehoming Centre

Job Purpose

This role involves being part of a dog's journey through the regional rehoming programme, from assessing, taking in, transporting, matching, rehoming, and helping with training and adopter support in order for each dog to be successfully adopted. To support dog owners in the region in the safe responsible relinquishment of their dog to the programme. To provide all who contact Dogs Trust with a friendly and approachable welcome and to complete a variety of administrative tasks.

Overview of the Department/Team

Dogs Trust is the largest dog welfare charity in Ireland. The Operations department is responsible for achieving the mission of Dogs Trust through the intake, rehabilitation and rehoming of dogs, as well as delivering dog welfare interventions through community engagement and education across the country.

The Regional department was developed in 2020 and focuses on supporting people and dogs all around Ireland, to date they have rehomed over 1,000 dogs.

Key areas of accountability

Supporting the responsible relinquishment of a dog into our care, either via direct handover to the organisation (into foster home, Regional partner kennels, or Dublin RC), home adoption (where the owner keeps their dog in their home until a suitable new home is found), or any other means.

Safely transport dogs coming into the programme from their places of origins, planning routes and journeys to cause minimal distress or disruption to the dogs being transported.

Regularly visit and support our partnering hubs.

Carry out various assessments of dogs using tools and templates provided in order to determine the best possible welfare intervention and outcomes for each dog.

Liaise with the foster coordinator and rehoming advisor to discuss Home-finding Questionnaires, answer queries to match and rehome dogs effectively, including translating dog's character assessments to potential adopters.

Be able to administrate the rehoming process at all stages using software, systems and documentation provided, efficiently and effectively in accordance with procedures and data protection legislation.

Working with other members of the Operations and Communications teams to create promotional material for rehoming dogs in our care, including website and social media content, rehoming scripts, and other materials as required.

Providing information and training to members of the public and to other team members, via telephone, online and face-to-face.

Attend events at the rehoming centre and around the country to actively promote the dogs in our care and provide advice to the public.

Person Specification

Essential skills, qualifications, experience, and attributes

Experience in handling and assessing dogs. Qualification in dog training desirable.

Experience with Microsoft office.

Full, clean Irish driving licence and confident driving a variety of vehicles including vans.

Experience in using initiative and make decisions on the spot for the best welfare a dog.

Self-motivated to solve operational obstacles whilst maintaining the Dogs Trust ethos.

Multitasking and working well under pressure

Emotional resilience to manage the potentially emotional demands of the role.

Desirable skills, qualifications, experience, and attributes

Ability to photograph dogs in many locations.

Additional information

Normal working hours are 8am to 5pm Monday to Friday. It may include with occasional travel, overnight stays required and weekend work.

