

# Kennels Trustee Role Profile

## Job Description

Working alongside the Kennels team to ensure the day to day running of the kennels is done to a high standard. Ensuring that we have volunteers to help with the dog welfare and running of the kennels.

## Main Duties

- Supporting Management in day to day running of kennels
- Reviewing health and safety procedures them regularly to ensure they are relevant and up to date.
- Support in the Assessing new dogs suitability for rehoming.
- Dealing with Vets Bills and fundraising for the dogs costs whilst they are in our care.
- Helping to find Volunteers and get them trained up so they understand the role.
- To carry out spot checks at the Kennels to ensure all required tasks within the day to day running of the kennels are being completed to a satisfactory standard.
- Checking that any maintenance of buildings / kennels is completed swiftly.
- Check first aid kits are full and stocked correctly.
- Being a point of call for the kennels staff.
- Conduct performance reviews and 121's with staff and report this back to the Trustees.
- Ability to work off your own initiative—to ensure any meetings are as successful as possible and volunteers are engaged.
- Managing the amount of dogs in Kennels and ensuring their individual needs are met.
- Identifying any training or development needs/requirements through shadowing and observation and ensuring training is given to meet those needs.

### Other Attributes

- Passion for dogs and their welfare.
- Ability to communicate with all staff members from all sites.
- Flexible and calm approach to role.
- A creative and proactive approach to all areas of the Kennels
- Commitment to the role
- Strong work ethic

Reporting in directly to the Trustees