



Volunteer Role Description

Volunteer Home Checker

Hours:

We anticipate that delivering the tasks assigned to this volunteering role will be variable and irregular. You will be part of a team of home check volunteers covering our operating area and whilst we may have some busy periods there will be times when you may not be called upon for some time.

Key Objective:

To ensure that prospective foster/adopter homes offer a safe and appropriate environment for our dogs

Personal Specification & Key Skills:

- 🐾 Previous experience of working in a rescue environment
- 🐾 Excellent organisation skills
- 🐾 Good attention to detail
- 🐾 Excellent interpersonal and communication skills
- 🐾 Good influencing skills
- 🐾 Able to use MS Office (including Outlook) software effectively

Role Specific Tasks & Activities:

- 🐾 To conduct home checks* as requested by the Home Check Coordinator for prospective adopters or foster homes in a timely manner.
- 🐾 To confirm and verify details supplied by the applicant including conducting visual ID checks
- 🐾 To take adequate photographs of relevant areas indoors/outdoors and return these and other Home Check questionnaire information to the Home Check Coordinator within agreed timescales.

*Please Note, due to Covid 19 restrictions home checks are currently being conducted virtually by video call. Once restrictions are lifted this may return to face-to-face home visits.

Support & Supervision:

This role reports to our Volunteer Home Check Coordinator.

Basis of Role:

As an organisation we massively value our volunteers and the benefit they bring to PDD and the dogs that we seek to rescue and rehome. We anticipate that our volunteers will enjoy their time with us and develop their own skills as they carry out their role.

This is a volunteer role and, as such, attracts no payment other than the reimbursement of out of pocket expenses incurred directly as a result of the activities being undertaken on PDD's behalf. All expenses claims must be made on the charity's expenses claim form with valid receipts attached.

This role description is not intended to be a legally binding contract between PDD and the Volunteer and may be cancelled at any time at the discretion of either party. As a PDD Volunteer you are agreeing that neither of us intend any employment relationship to be created either now or at any time in the future.