



Volunteer Role Description

Assistant Home Check Coordinator

Hours:

We anticipate that delivering the tasks assigned to this volunteering role will be variable and irregular. You will be overseeing the activities of a team of home check volunteers covering our operating area. Whilst the level of required activity may vary from week to week, this role requires that the holder can respond quickly to requests and emails on a daily basis.

Key Objective:

To support our Home Check Coordinator to arrange and/or conduct home checks for with prospective adopters and foster carers to ensure that their homes offer a safe and appropriate environment for our dogs. Please note: home checks may be conducted virtually by video call or in person dependant on location. In this role you will have access to personal information and must maintain the highest standards of confidentiality.

Personal Specification & Key Skills:

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

Role Specific Tasks & Activities:

- ✿ To coordinate the activities of a team of home check volunteers to ensure that all home checks are carried out in a timely manner and to the level of quality required
- ✿ As necessary, conduct home checks personally
- ✿ To coordinate all home checks requested for prospective adopters or foster homes.
- ✿ To provide support, advice, and guidance to home checkers as necessary
- ✿ To identify and instruct a suitable home checker to undertake the check
- ✿ To monitor progress and ensure reports are undertaken in a timely fashion
- ✿ To quality check all home check reports prior to submission to Trustees
- ✿ To ensure that our online 'Home Check Tracker' is kept up to date
- ✿ To submit completed home check reports to Trustees

Support & Supervision:

This role reports to our Trustees and / or 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.