



EMPLOYMENT, TRAINING & PLACEMENT OFFICER RECRUITMENT PACK

At Paws & Pause everyone should feel part of our team and mission. Whether that is paid staff, trainees or ad hoc volunteers we want everyone to feel valued and integral to the running of Paws and Pause.

Overview:

Job title:	Employment, training & placement Officer
Reporting to:	Programmes Manager/Director
Hours:	Part-time and full time options considered.
Salary:	£27,352 per annum FTE
Contract:	Permanent
Location:	On site - based working at our daycares in South London (Currently Peckham and Brixton)

About Paws & Pause:

Welcome to Paws & Pause! We are a one of a kind social enterprise dog daycare. We look after dogs whilst also delivering trainee placements for people in long term unemployment due to mental illness and substance use. Our values are all about having fun and creating an inclusive space where everyone, dogs and people alike, are cared for and safe. We have 2 daycare centres, Brixton and Peckham, with this role predominantly based in Peckham.

About the Role:

This unique and exciting hybrid role combines both supporting vulnerable adults to thrive in their placements and working with dogs in our daycare setting! This is an active role that would suit someone who enjoys a physically active job!

In this role you will support a caseload of our trainees and provide on-hand support during their placement on site at the daycare helping trainees fulfill their placement duties and learn how to manage in a live workplace.. We believe that our trainees should *feel* employable so they can have ambition and choice in their future. You will provide 1-1 support with trainees through action planning and goal setting, helping people to identify their strengths and pathways into employment. The role will be based at our daycare site and your time will be split between supporting trainees and the practical care and supervision of dogs.

A typical day in this role may look like.....

- Helping the team with the morning rush, when all our dogs are dropped off at 'school', keeping a group of dogs occupied playing.
- Setting daily tasks and goals for the Trainees on that day and overseeing the Trainees carry out their tasks in their group of dogs.
- After lunch, a 1-1 supervision with a Trainee exploring barriers to work and ways to manage these.
- A call to a prospective Trainee's Keyworker and an hour to check through and reply to emails.
- Helping clean down before the end of the day!

More information on our Social Impact Programme can be found [here](#)

Job Description:

1. Supporting a caseload of trainees on our Trainee programme within the daycare setting.
2. Conduct regular supervisions for trainees with action planning, goal setting.
3. Work with the daycare team to help them to support trainees to get the best of their placement.
4. Induct new trainees onto the programme and support with move-on pathways into employment, education and training.
5. Use tools provided to measure progress, outcomes and impact.
6. Deliver personal development and employability workshops to trainees.
7. Liaise with referral organisations for risk planning and ongoing support of trainees.
8. Represent Paws & Pause at local forums and events when needed to showcase the Trainee Programme.
9. Be an active member of the team and participate in team meetings and training.

Dogs:

10. Support the general running of the daycare as a daycare assistant, opening/closing, (7.15am and 8am starts) and managing the dogs welfare and trainees on site.
11. Interact with dogs in different playgroups using appropriate toys and games and interventions to ensure safe levels of play.
12. Maintain visual observation of dogs at all times and spread attention and play among all dogs in the playgroup
13. Use proper dog introduction procedures for new pups joining the pack
14. Use appropriate praise and positive reinforcement all the way!
15. For all dogs in playgroup, report any unusual behaviour, or eliminations and injuries to management immediately
16. Complete dog incident reports timely when required
17. Exercise and mentally stimulate dogs with enrichment activities correctly according to their breed needs and energy levels
18. Provide fantastic customer service to our customers so they understand just how important their pup is to us
19. Follow all cleaning guidelines and duties
20. Full training will be provided around working with dogs, dog behaviour etc
21. Work as part of the team to communicate and manage the dogs and team duties

Person Specification:

1. A passion for dogs, enjoys and confident being around them!
2. Professional experience of supporting people with experience of mental ill health and/or substance use to set goals and achieve progress in employment, training and education.
3. An understanding of the barriers to employment for people with mental health and substance use issues, including an understanding of the welfare system.
4. Provide practical and personal support to clients in an approachable, caring and person centered way.
5. Understanding of safeguarding issues and the management of risk
6. Experience of managing a caseload of clients
7. Proficient IT skills and able to use CRM systems and Team communication tools (such as Teams or Slack) with ease.

8. Good problem-solving skills and ability to use initiative
9. Multitasking - this role requires hands-on dog work with support of trainees and involves moving from one task to another throughout the day.
10. Ability to work alone, as well as working cooperatively as a team member
11. Good knowledge of the employability sector and mental health work/rights, and the ability to keep up to date with changes and best practices.
12. A commitment to equality of opportunity, and the ability to creatively apply equal opportunity principles to service provision

You will be the kind of person who:

- Enjoys an active job where you're on your feet quite a bit and getting involved with very practical tasks and is able to do a physically active job.
- Enjoys working with a diverse range of people and abilities and values everyone's differences unique strengths
- Can think on their feet and come up with solutions to problems they encounter
- Is looking for an exciting role combining mental health, employability and the love of dogs, who doesn't mind getting their hands dirty when on site!
- You won't mind if your plans for the day change quickly, working with dogs and people means tasks and priorities can change and you'll be able to prioritize your workload accordingly.
- Enjoys coming up with creative solutions and is not afraid to think outside the box
- Is committed to continuous personal development and learning
- Is happy to get stuck in where needed, as a small business that is growing, everyone chips in where needed, and we have a great team ethos because of it.

WHAT PAWS & PAUSE OFFERS YOU:

- Regular support and supervision to support you in this role to develop skills
- Training for the role and to develop skills relevant for the role and progression at Paws & Pause where possible
- Regular team training and socials
- A supportive fun team environment
- Unlimited dog cuddles!

TO APPLY:

Please send your CV to hello@pawsandpause.co.uk

We will be doing rolling recruitment until the post is filled and will invite prospective candidates for 2 stage interviews including a trial session.