

**MANCHESTER & CHESHIRE DOGS HOME  
JOB DESCRIPTION**

**HOME MANGER – MANCHESTER BRANCH**

RESPONSIBLE TO:	HON SECRETARY TO THE COUNCIL OF MANAGEMENT
LIAISON WITH	ASSISTANT MANAGERS, VETERINARY SURGEONS & HOME MANAGER CHESHIRE & ASSISTANT HOME MANAGERS CHESHIRE
ROLE & DUTIES	<p>To ensure that the Manchester Home is managed correctly within the guide lines of the Homes Articles of Memorandum.</p> <p>To supervise with the Ass. Managers in the day to day running of the Home and staffing levels.</p> <p>In conjunction with the Ass. Managers responsibility for kennels and dogs within the Manchester Home</p> <p>In liaison with Ass.Managers to develop, improve and organise kennel staff training and ensure regular appraisal reports are maintained and discussed</p> <p>To supervise the kennel paperwork and administration including adoptions, claims, neutering, re-homes and fostering etc to ensure continuity between departments.</p> <p>To ensure along with Ass.Managers maintenance of stock levels within the various areas.</p> <p>To participate in the recruitment and dismissal of staff in conjunction with the Employment Law and with the Management Committee through the Hon Sec.</p> <p>Ensure regular H &amp; S checks are carried out and paperwork completed and report to Trustees through Hon Sec.</p> <p>To ensure that all Home vehicles based at Manchester are correct and all M.O.T's and repairs etc are up to date and recommend if</p>

replacements are required to Hon Sec.  
To liaise with the Hon Sec any necessary maintenance work and repairs.

In liaison with the Management Committee, PR Co. and Home Manager Cheshire develop or improve internal and external literature for the Home.

To supervise in liaison with Admin Staff the development, organisation and where necessary participate in events.

To supervise in liaison with Admin Staff the development, organisation and where necessary participate in fundraising activities.

To supervise in liaison with Admin Staff the development, organisation and where necessary participate in community activities

To liaise with Admin Staff regarding press releases, T.V. and other Media with regards to the Home including P.R. company and only after approval of the Hon Sec.

To supervise the correct monthly and annual statistics are completed in relation to the kennels and dogs.

To reside in house provided and participate in 24 hour emergency on call rota and resident key holder for kennels.

**See Notes: \*\***

Provide overnight care when necessary for sick/injured dogs.

On call overnight for fostering programme – telephone queries, possibly to accept dogs back in an emergency.

To cover if required any other areas within the home that may be necessary from time to time to ensure the efficient and safe running of the home.

**\*\* If Manager resides in their own home not the on-site house then to be on call for emergencies with another Resident on an agreed Rota system.**