

Job role for Regional Lead

Charity objective

The objective of the British Chihuahua Rescue (BCR) shall be to relieve the suffering and distress of Chihuahua dogs in need of care, attention or rehoming because of ill treatment, hardship, neglect or change of circumstances.

Role Overview

With responsibility for a defined geographical area (based on postcode), the Regional Lead plays a vital role in managing the process from dogs arriving into the charity following relinquishment through to their adoption to their forever home.

With responsibility for a team of fosterers, the Regional Lead will work collaboratively with the Relinquishment Lead to understand the background of each dog being relinquished prior to the dog being placed with a mutually agreed appropriate fosterer.

Responsibility for matching foster dogs with potential adopters and overseeing the rehoming of dogs into their forever home.

This position requires a compassionate, organised, and resilient individual who can balance empathy for pet owners with the best interests of the dogs and the charity.

Key Responsibilities

- Building and managing a regional team including :-
- Interviewing and recruitment of fosterers including initiating and reviewing a home check and understanding their experience and suitability
- Interviewing of potential adopters including ID checks and home checks and understanding their experience and suitability
- To build a team ethic and spirit and act as a role model, point of escalation and support to fosterers
- Working together with the Relinquishment Lead to match incoming dogs with an appropriate fosterer. This is a key activity to ensure that the Relinquishment Lead is able to share as much information as possible regarding the dog's background, history and any points that need to be considered when selecting a mutually agreed fosterer.
- To ensure that fosterers are following guidelines and providing regular updates on foster dogs ensuring that all information is shared as necessary with the social media and website team
- To ensure that fosterers receive the necessary support and help ensuring at all times that the needs of foster dogs are understood and catered for
- Liaise with the Veterinary Care Team Lead to ensure that foster dogs receive the appropriate veterinary treatment prior to adoptions and that all health conditions are recorded and communicated to potential adopters
- To match dogs that are ready to be rehomed with potential adopters with the involvement of the fosterer

- To provide support or to help organise local events that help build awareness and fundraising for the charity in conjunction with the Marketing team.
- To ensure that all key information and necessary paperwork is completed and processed through the appropriate channels and meets with the guidelines defined by the British Chihuahua Rescue.
- To provide reports on status and activity to the Board of Trustees as reasonably required

General skills requirements

- **Essential:** Excellent people and communication skills and the ability to build and maintain a strong team ethic
- **Essential:** Strong attention to detail; ability to reconcile information across multiple sources; ability to handle sensitive information appropriately.
- **Essential:** Empathy and strong commitment to animal welfare
- **Essential:** Ability to spot issues and find solutions to problems
- **Desirable:** Previous team management experience, ideally within a charity.

Data protection and confidentiality

This role requires access to personal data (internal and external) and finance records. The postholder must handle information confidentially, comply with UK GDPR and the Data Protection Act 2018, and follow the charity's data handling, retention, and information security procedures at all times.