



IGDF Assessor Role Description

The International Guide Dog Federation (IGDF) is a membership organisation comprised of almost 100 guide dog organisations from around the world, covering 35 individual countries. IGDF works with these member organisations to: produce and monitor the standards of guide dog service provision raise awareness of visual impairment throughout the world, deliver education to professionals and share best practice.

Role Title: IGDF Assessor

Job Type: Voluntary

Reports to: IGDF Board through the Accreditation Committee

Location: Member organisation with International travel as required.

Overall Purpose

To assess guide dog organisations in order to determine whether the agreed IGDF standards are being met. Provide both written and verbal reports detailing the outcomes of the assessment and make a recommendation on whether an organisation meets the IGDF standards and thus may become or maintain IGDF membership.

Key Accountabilities of the Role

- To assess guide dog organisations against IGDF standards in the following areas:
 1. Standard 1: Administration, risk management and business continuity
 2. Standard 2: Staff education and professional development
 3. Standard 3: Client services
 4. Standard 4: Breeding and dog supply
 5. Standard 5: Dog training and behaviour
 6. Standard 6: Dog health and welfare
 7. Standard 7: Facilities and kennels
- Liaise with all stakeholders (such as the IGDF office, organisation to be assessed and own employer) to agree costs and timelines; and submit expenses in a timely manner.
- Book travel through own employer and liaise with assessed organisation to arrange accommodation.

- Provide regular updates to the IGDF office with regards to the progress of an assessment
- Liaise with organisation to be assessed to ensure that all activities to be observed to evidence compliance to the standards will be taking place at the time of the assessment, and create an agreed schedule in advance of the visit.
- Complete a thorough assessment of the organisation via a process of remote and in person review of evidence of compliance with IGDF standards.
- Meet with assessed organisation’s senior management to provide initial feedback on the assessment and the possible outcomes.
- Produce a written report in an agreed format within 30 days of the completed assessment which objectively details the activities covered to evidence compliance against the standards. The report will include a recommendation on whether an organisation meets the IGDF standards.
- Attend Assessor workshops and biennial IGDF Conferences to ensure that the necessary knowledge, skills, and behaviours for assessors are appropriate and professionalism of the assessment process is maintained.
- Occasionally be called on to teach and mentor new assessors.

Person Specification

Values and behaviours	All individuals engaged in duties on behalf of IGDF must ensure that their professional dealings with any member or member agency of the IGDF, benefits only the IGDF. There must be no personal, financial, staff procurement or other dealings with a member of the IGDF that might lead to a conflict of interest.
Job specific skills	<p>Fluent in both written and verbal English. Any additional language skills are very welcome.</p> <p>Strong interpersonal and excellent communication skills.</p> <p>Sound and objective judgement.</p> <p>Ability to remain focussed on goals and objectives.</p> <p>Excellent time management skills.</p> <p>Thorough and diligent in approach to work.</p> <p>Excellent planning and preparation skills.</p> <p>Competent using remote working tools such as Zoom, translation software and project management boards.</p>
Knowledge	A sound knowledge of all aspects of the GDMI role is required in order to perform this role effectively. This

	includes understanding the structure and activities of guide dog organisations, dog training theory, sight loss and mobility service provision.
Qualifications and training	<p>Qualified Guide Dog Mobility Instructor with a minimum of ten years working experience within an IGDF member organisation.</p> <p>Experience as a manager or supervisor of staff is desirable.</p>
Special requirements such as travel	<p>Personal and work commitments must allow a period of travel away from home and work (up to 15 days every other year). Travel at weekends may be required whilst conducting assessments.</p> <p>Ability to travel internationally, including long haul and ability to adapt to time zones to enable commencing assessments within a day of arrival.</p> <p>Adaptable and respectful to different cultures.</p> <p>Confident and competent working independently.</p> <p>In good health.</p>