



## Operations – Veterinary

<b>Job Title:</b>	Veterinary Nurse
<b>Reporting to:</b>	Behaviour Manager
<b>Location:</b>	Dogs Trust Rehoming Centre Dublin

### Job Purpose

To oversee the day-to-day running of the veterinary suite and other veterinary facilities. Manage the medical care and welfare of dogs within the centre, foster care and during post-adoption support. Be the point of contact for veterinary-related matters within the rehoming centre.

### Overview of the Department/Team

Dogs Trust is Ireland's largest dog welfare charity. Our mission is to work towards the day when all dogs can enjoy a happy life free from the threat of unnecessary destruction. To achieve our mission, we rescue, care for and rehome stray, unwanted and abandoned dogs from all over Ireland. The health and happiness of every dog is at the heart of Dogs Trust and all our work. We never destroy a healthy dog and do not receive any government funding. We are solely reliant on the generosity of the general public to fund our life-saving work.

The Operations department is a team of c. 65 employees and a number of volunteers across Dogs Trust's Dublin rehoming centre and Dogs Trust regional rehoming hubs that successfully take in, treat and rehome as many dogs as possible.

The role is currently scheduled to work on Tuesdays, Wednesdays and Fridays from 9:30am to 1:30pm. However, a degree of flexibility will be required to meet operational needs. In addition, weekend and public holiday working may be introduced from time to time, subject to business requirements.

### Key areas of accountability

Efficiently manage the veterinary suite day to day to ensure effectiveness.

Provide care and maintain medical welfare for all animals within the rehoming centre, working with management and behaviour teams where needed to ensure patient comfort and safety. Communicate with the Behaviour Manager and attending vet, in order to assist with decisions for dogs regarding rehoming and/or medical pathways.

Scheduling of appointments and clinical work, pre- and post-consultation/operation updates of patient records, invoice processing along with other administrative tasks relating to patients and the running of the veterinary suite/room.

To support and assist the veterinary surgeon in the consultation room, maintaining clinical notes and dispensing medications, whilst following correct legislation.

Provide a high standard of customer service to members of the public and adopters when meeting them in person or dealing with them over the phone/by email. To provide pre- and post-adoption support to new adopters.

Maintain high standards of cleanliness and hygiene in all areas and equipment associated with the vet facilities, providing advice and assisting in the implementation of barrier nursing

procedures and protocol when necessary. Ensure the correct disposal and treatment of all clinical waste.
Order and maintain stock levels, ensuring suitable storage and temperature levels are kept and oversee drug administration. Confirm regular stock checks are conducted and recorded in conjunction with Dogs Trust protocol and legal requirements.
Be responsible for self-development and keep up to date with the latest thinking on canine veterinary care, attending internal training courses, CPD courses and meetings as requested by the management team.
Prepare for and present information regarding dogs of concern at the centre's Periodic Welfare Review – a quarterly meeting with the centre management team, centre behaviour team, centre veterinary team and senior behaviour team.
Any other reasonable duties.

<b>Person Specification</b>
<i>Essential skills, qualifications, experience, and attributes</i>
Registered Veterinary Nurse with a minimum of 2 years' experience in a busy veterinary practice
A positive and proactive attitude and willingness to work with members of the public, staff and volunteers
Excellent communication and interpersonal skills (verbal and written)
Exceptional organisational and time management skills
Experienced in working on own initiative and have good judgement to escalate issues or seek guidance as appropriate
A knowledge of dogs and their welfare requirements, including an appreciation/understanding of dog temperament and emotional state
A good understanding of the importance of great customer service, ideally with experience of providing excellent customer care
Exceptional administrative skills, including use of MS Office and computerised systems
Full, clean, manual ROI driving licence and confident driving a variety of vehicles
Emotional resilience to manage the potentially emotional demands of the role working in the sector
Commitment to the aims and objectives of Dogs Trust.
<i>Desirable skills, qualifications, experience, and attributes</i>
Experience of a charity/welfare/shelter medicine organisation is desirable

<b>Our values and behaviours</b>
The culture at Dogs Trust is based on our values and behaviours which underpin everything that we do.
<b>We dream big</b>
<b>Thinking boldly</b> – We channel our passion and commitment to be open to new ideas and possibilities, and to be brave enough to generate and try out new ways of working.
<b>Embracing change</b> – We have the courage, imagination and flexibility to focus on what really matters and adapt as needed to turn our dreams into reality.
<b>We're on the ball</b>
<b>Staying curious</b> – We pay attention to what's going on around us and remain open-minded. We learn from others and consider different angles and perspectives.
<b>Focusing on impact</b> – We are passionate about the difference we make. We use our knowledge and experience to plan our work, solve problems effectively and achieve what we set out to do.
<b>We make things happen</b>
<b>Being proactive</b> – We have a positive, can-do attitude. We actively build strong relationships with others to solve problems and create opportunities.
<b>Working together</b> – We are collaborative and inclusive. We create relationships based on kindness, trust and respect to bring out the best in ourselves and others.

**Additional information**

The role is currently scheduled to work on Tuesdays, Wednesdays and Fridays from 9:30am to 1:30pm, however, flexibility may be required.

Ability to travel, including staying away from home on occasion, for training, meetings and conferences

**Last revised: June 2026**

