

Job Description

JOB TITLE:	EQUINE EVENTS LEAD
GRADE:	£12,650.17 - £14,060.13 (FTE £23,695 – £26,336)
HOURS:	20 hours per week. (Over 44 weeks per year) weekend hours required when events are scheduled
REPORTS TO:	Equine Yard Manager
RESPONSIBLE FOR:	Planning, organising and running equine events.
CAMPUS:	BCA
JOB PURPOSE:	To showcase the equine facilities at BCA and build an equine events programme that meets the needs of the equestrian community. To work alongside learners in the planning, organising and running of events to develop experience and skills.

Main Duties

1. To plan, deliver and manage the equine events programme at BCA.

1.1 To plan, organise and manage equine events, ensuring the highest level of customer service and standards of preparation.

1.2 To administer and manage events and bookings meeting the needs of both the college and the rules and regulations of the specific event.

1.3 The promotion, development and organisation of the riding arenas, events, courses and rides to meet the needs of the students and wider college interests.

1.4 To monitor and evaluate the operation of events and other activities, highlighting areas for development and sponsorship opportunities.

1.5 To ensure that event facilities (riding arenas, jumps, equipment, gallery etc) are in sound, safe condition and are fit for purpose meeting both the colleges and specific event requirements. To report maintenance and repair needs to the Yard Manager.

1.6 To maintain safe working practices and conditions with reference to Health and Safety, BHS standards and College regulations.

1.7 During quiet times in the event calendar, you may be required to undertake the range of routine tasks associated with the care, welfare and exercise of horses in the stable and at grass.

1.8 To supervise students and others working at the Equestrian Centre including weekend, evening and holiday duties, Open days and Event Days.

1.9 To co-ordinate, effectively manage and assess students during practical situations relating to event management ensuring transferable skills and experience are gained.

1.10 To maintain appropriate records for the Centre as directed by the Yard Manager, Head of Department and Director of Finance.

1.11 To drive College vehicles including tractors to maintain the arenas and riding areas for both student and event use.

2 **General Duties**

- 2.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of students.
- 2.3 Maintain student morale and discipline within the college site.
- 2.4 Through CPD ensure you keep up to date with relevant industry and academic development.
- 2.5 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.

- 2.6 Any other duties commensurate with the level of responsibility within the Group.

NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

PERSON SPECIFICATION – Equine Events Lead

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English	X		AF
L2 maths	X		AF
BHS Stage 2 Coach		X	AF
Equine or Business related Level 3 Qualification		X	AF
EXPERIENCE			
Recent successful experience of working within the equine industry including equine events.	X		AF/IV
Recent experience of working with young people in a training environment		X	
Experience of working constructively to achieve team objectives and deadlines			
Evidence of understanding how to promote equality and diversity within the job role			
SKILLS, KNOWLEDGE AND ABILITIES			
Knowledge of British Showjumping, British Eventing and British Dressage competitions.		X	AF/IV
Knowledge of the different types of equine events and the set up required for specific events.	X		AF/IV
Knowledge of yard safety procedures and safe working practices	X		AF/IV
Knowledge of current industry practices	X		AF/IV
Ability to communicate effectively and confidently face to face, on the telephone and in writing with a wide range of customers and stakeholders	X		AF/IV
Ability consistently to contribute to the provision of a welcoming and supportive environment	X		AF/IV
Strong organisation and planning skills	X		AF/IV



KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation