

Job Description

JOB TITLE:	Equine Yard Manager
GRADE:	I
HOURS:	40 hours
REPORTS TO:	Land Based Commercial Manager
RESPONSIBLE FOR:	Equestrian Centre Staff
CAMPUS:	BCA
JOB PURPOSE:	To manage and provide an outstanding equestrian facility and service to learners and members of the public. Enabling access to an inspirational real life educational experience.

Main Duties

1. To check, maintain and uphold standards for the operation of the Equine Centre, including Equine Welfare, discipline, health, cleanliness and tidiness and the safeguarding of students.
 2. To create, manage, provide practical teaching and maintain an innovative, collaborative and inspiring Equine teaching facility.
 3. To provide line management and contribute to the strategic planning and development of the Equine Centre to meet industry expectations, curriculum and commercial objectives.
-
- 1 To check, maintain and uphold standards for the operation of the Equine Centre, including Equine Welfare, discipline, health, cleanliness and tidiness and the safeguarding of students.**
 - 1.1 To provide leadership and management to equine centre staff to ensure the best performance and achievement within the centre.
 - 1.2 To be responsible for the day to day operation of the equestrian centre as an exemplar of best practice.

- 1.3 To always maintain safe working practices and conditions with reference to Health and Safety, BHS and College standards and regulations.
- 1.4 To produce and review risk assessments and policies for safe working practice.
- 1.5 To arrange and participate in appropriate work rotas for staff and students. Taking responsibility for the daily management and routines on the yard, and ensuring high quality standards are met in all aspects of stable management.
- 1.6 To facilitate the use of the equestrian centre by College staff as required.
- 1.7 To undertake the range of routine tasks associated with high standards of care, welfare and exercise of horses in the stable and at grass, including weekend and out of hours work.
- 1.8 To ensure the horses within the yard are maintained to the highest standards of horse health and welfare. Ensuring the centre has an appropriate number and type of horses that are suitable for a wide range of students, allowing all students to be stretched within their equitation lessons.
- 1.9 To work with the grounds team and livestock manager to ensure the maintenance and safety of grazing and exercise areas and grass rides; applying sound husbandry practice to grazing and exercise areas.
- 1.10 To ensure that all horses are kept in good health and condition and fit for work, identifying the need for a farrier or veterinary attention.
- 1.11 To maintain records for the Centre including reports and returns, planning for learning and the associated assessments and records for individual learners.
- 1.12 To operate and take responsibility for powered machinery used in the daily maintenance of the equestrian facilities.
- 1.13 To report maintenance and repair needs to the Land based commercial manager, undertaking routine maintenance for resources and grazing exercise areas.
- 1.14 Arena and ride area daily checks to ensure safety and maintenance is being upheld (harrowing etc)
- 1.15 Daily Yard checks should be completed beginning, during and end of the day to ensure high standards of safety, hygiene and security are maintained. Any concerns need highlighting and addressing with the teams to make sure standards are consistently high.

- 1.16 To operate within budget constraints and to secure financial control and value for money in all activities. Including sourcing goods and services for the Equestrian Centres in line with the College Financial Regulations.

2 To create, manage and maintain an innovative, collaborative and inspiring Equine teaching facility.

- 2.1 To manage, prepare and maintain the practical resources, stable yard and event associated facilities to enhance the learner and visitor experience.
- 2.2 To support and enhance individual learning enabling student achievement and adding value to the learning experience of a diverse range of students.
- 2.3 To manage and supervise students in collaboration with the curriculum team to contribute to an environment which encourages quality learning to take place.
- 2.4 To instruct in all aspects of equitation, participating in and managing assessments and standard setting.
- 2.5 Maintain college administration procedures including physical and financial records, making regular reports and liaising with other college managers as appropriate to ensure efficient operations.
- 2.6 To organise, manage and assess students and other personnel working on the Equine yard including duty periods, weekend, evening and holiday duties; flexibility will be required throughout the year to accommodate workload requirements.
- 2.7 To assist students towards meeting the requirements of their programme in training, supporting the needs of individual learners and maintaining/tracking the appropriate records.
- 2.8 To liaise with teaching staff regarding the operation of the equine centre and the provision and preparation of suitable learner practical activities.
- 2.9 To prepare horses and equipment and deliver agreed practical activities in a timely manner with the Land-based Commercial Manager and Head of Department.
- 2.10 To supervise students undertaking practical tasks to ensure that health and safety and equine welfare requirements are fully met.

- 2.11 To produce teaching schemes of work and practical learning materials to ensure learning aims and objectives are met for students and staff on the Equestrian Centre.
- 2.12 To deliver sessions based on developing practical/vocational skills and understanding to groups of learners.
- 2.13 To demonstrate tasks and processes to groups, promoting safe working practices at all times.

3 Contribute to the strategic planning and development of the Equine Centre to meet industry expectations, curriculum and commercial objectives.

- 3.1 To manage the Equestrian Centre team and Assistant manager to work with them to ensure the Equine Centre meets curriculum and commercial objectives.
- 3.2 Work with the Land based Commercial Manager and Equine Centre team to make sure events are planned and organised effectively, whilst enhancing the reputation of the college.
- 3.3 Work with the Equine Centre team to ensure all event facilities and equipment are maintained to the highest standard ensuring there is no conflict in prioritising the needs of the learners.
- 3.4 To manage all livery and overnight stabling services and regularly liaise with the livery owners. This includes trials, assessments and reviewing horse suitability.
- 3.5 To ensure all livery contracts are up to date and reviewed annually.
- 3.6 To assist in the promotion of Equestrian Programmes and activities participating in events, meetings, demonstrations, shows, examination and approval days etc. that may be held from time to time.
- 3.7 To contribute to the management of the Equine department through participation in meetings, recruitment of students and staff, timetabling, marketing and publicity.
- 3.8 To ride horses, assess their way of going and implement appropriate schooling / exercise plans to ensure they are appropriate for use by the students.
- 3.9 To provide high standards of customer care and communicate effectively with a range of individuals including livery owners, professional service providers, students and college staff.

- 3.10 To ensure that all appropriate legislative and management records relating to the centre and horses are maintained in an appropriate manner.
- 3.11 To work with the Land Based Commercial Manager in planning, budgeting, target setting and monitoring performance.

4 **General Duties**

- 4.1 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.
- 4.2 Be responsible for safeguarding and promoting the welfare of students.
- 4.3 Maintain student morale and discipline within the college site.
- 4.4 Through CPD ensure you keep up to date with relevant industry and academic development.
- 4.5 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 4.6 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 Yard Manager

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English	X		AF
L2 maths	X		AF
British Horse Society qualification; Stage 3 Care & Knowledge	X		AF
British Horse Society qualification; STAGE 2 Coach in Complete Horsemanship		X	AF
Safeguarding Training		X	AF
First Aid Training		X	AF
Risk Assessment & COSHH Assessment Trained		X	AF
EXPERIENCE			
Recent successful experience of working within the equine industry	X		AF
Recent experience of working with young people in a training environment	X		AF
Evidence of understanding how to promote equality and diversity within the job role	X		AF
Experience of working effectively with people from diverse backgrounds	X		AF
Experience of working constructively to achieve team objectives and deadlines	X		AF
Experience of managing budget management and control		X	AF
Experience of working in a teaching/training team		X	AF
SKILLS, KNOWLEDGE AND ABILITIES			
Knowledge of qualification levels and types		X	IV/AF
Knowledge of yard safety procedures and safe working practices		X	IV/AF
Knowledge of current industry practices		X	IV/AF
Ability to communicate effectively and confidently face to face, on the telephone and in writing with a wide range of customers and stakeholders	X		IV/AF
Ability consistently to contribute to the provision of a welcoming and supportive environment		X	IV/AF
Ability to demonstrate high quality practical skills in equine husbandry	X		IV/AF
Strong organisation and planning skills		X	IV/AF
Ability to maintain high standards of equine care		X	IV/AF
Ability to ride a range of horses as required including schooling, hacking and lunging.	X		IV/AF

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