



Job Description

Role: Equine Manager

Responsible to: Centre Manager/Trustees

Responsible for: Equine Staff

Summary of Role: To manage all equine related matters in order to provide riding, carriage driving, equestrian vaulting, residential holidays and equine therapy for the beneficiaries of Clwyd Special Riding Centre.

Hours: 40 per week

Salary: £22-£25k - dependent upon qualifications and experience.

Duties and Responsibilities.

1. Care and welfare of the horses/ponies.
 - Ensure the production of an effective equine workforce for the sessions at CSRC.
 - Ensure that high standards are maintained in the care and management of the horses and that their welfare is paramount at all times.
 - Ensure that the equine budget is managed effectively.
 - Monitor and order equine related supplies including feed, bedding, medication etc.
 - Maintain records and ensure vaccinations, farriery, dentist, physiotherapy and vet checks are carried out as required. Liaise with the relevant agencies.
 - Co-ordinate the horse work programme and ensure its implementation.
 - Acquire and retire horses as necessary.
 - Manage the preparation of horses and staff for competition events including regional and national events.
 - Ensure all paperwork is in order for any inspections, e.g. Riding School, BHS licence.
2. Care and welfare of the staff.
 - Oversee the effective deployment of the yard team, allocating tasks and managing the rota.
 - Monitor staff performance and assist in their professional development.
 - Organise and support work experience students while on the yard.
3. Maintenance.
 - Co-ordinate the day-to-day maintenance of all equine related areas, proactively managing the yard, stables, arenas, pasture etc.
4. General.
 - Work closely with the Centre Manager and Trustees in developing the charity's aims. Provide written reports as required.
 - Work as part of the CSRC team, liaising with manager, other staff, trustees, volunteers and beneficiaries.
 - Monitor and ensure health and safety regulations are followed, in line with Centre policy.
 - Undertake additional duties as determined by the trustees.



Person Specification

Essential	
Qualifications	Hold BHS Stage 3 (complete) and BHS AC qualification. Preferably have or be working toward BHS Stage 4 HC & R.
	GCSE Grade C/4 or above in English.
	Full driving licence.
Capabilities and Skills	Demonstrable experience of supervising an equine environment, including managing and training staff.
	Extensive experience of horsemanship and production of horses to a high standard.
	Proven ability to produce young horses to the standard required by CSRC and RDA.
	Excellent communication skills and customer relation skills.
	Able to plan and prioritise work effectively and to a high standard.
	Able to be adaptable and flexible to the rota and the needs of CSRC.
	Able to work within given policies and guidelines.
	Excellent administration and IT skills.
	Good presentation skills.
	Experience of the implementation of Health and Safety legislation.
Desirable	
Qualifications	RDA Coach Certificate or Advanced Coach.
	GCSE Grade C/4 or above in Maths.
	First Aid at Work Certificate.
	Safeguarding Certificate.
Capabilities and Skills	Experience of ordering supplies, equipment and services working within the confines of the annual budget.
	Experience of the purchase or loan of horses and appropriate vetting process.
	RDA experience.
Personal Qualities	
	Excellent attendance record.
	Professional manner.
	Dependable and reliable.
	Excellent work ethic.
	Ability to lead and to work as part of a team.
	Awareness of the need for confidentiality.
	Willingness to commit to further personal training and development.