



# Cavalier Centre

Charity No 1163030

## Yard Assistant

We are looking for someone who is passionate about the potential of horses and horse related activity to promote improved mental, physical and emotional health; who is enthusiastic about the work, mission and vision of the Cavalier Centre. You'll be hardworking, thrive on challenge, have an excellent knowledge of equine care and stable management and have exceptional people skills. You'll enjoy a fast paced, busy environment working alongside staff and volunteers.

## Job Description

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| <b>Job title:</b>       | <b>Yard Assistant</b>   |
| <b>Location:</b>        | <b>Cavalier Centre, Much Wenlock, Shropshire</b>                        |
| <b>Responsible to:</b>  | <b>Centre Manager</b>   |
| <b>Responsible for:</b> | <b>Maintaining a high standard of equine care and stable management</b> |
| <b>Hours</b>            | <b>40 hrs per week, to include a Saturday or Sunday</b>                 |
| <b>Contract type:</b>   | <b>12 month fixed term with possible extension</b>                      |
| <b>Salary</b>           | <b>National Minimum Wage</b>  |

### Job Purpose

Deliver excellent equine care and stable management, whilst maintaining a safe, inclusive, and accessible environment. Supporting competition and equestrian events on and off site

The successful applicant will have the opportunity to undertake training and work towards RDA (Riding for the Disabled Association) coaching if appropriate.

### Main Duties

#### Equines

1. Maintain processes for excellent yard management
2. Ensure the wellbeing of the Centre's equines through their daily care and welfare
3. Assist in the maintenance of yard and field infrastructure and ensure that tack and equipment is in good order.
4. Meet standards to maintain five-star standard Hiring of Horses licence and BHS (British Horse Society) Approved Centre status

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| 5.  | Liaise with vets, farrier and other equine professionals as appropriate under the direction of the Yard Manager   |
| 6.  | Deliver a thorough regular equine exercise and training programme for horses and ponies   |
| 7.  | Maintain horse records on EC Pro and all equine associated policies and procedures  |
| 8.  | Ensure compliance with all RDA and BHS equine policies and procedures   |
| 9.  | Support the Yard Manager to develop the Centre's equine provision through acquisition, training and sale  |
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|     | <b>Volunteers, Participants and other users</b>   |
| 10. | Provide good customer service to Centre users   |
| 11. | Support relevant equine related training for volunteers   |
| 12. | Ensure compliance with policies including in respect to GDPR (General Data Protection Regulations) and record keeping, DBS safeguarding, confidentiality and use of personal information, and supporting the team's compliance with funding and contractual obligations |
|     | <b>General duties</b>   |
| 13. | Maintain the arena surface through regular harrowing and maintenance  |
| 14. | Provide flexible support to the wider charity as reasonably required, fulfilling occasional alternative duties as requested, so that expertise is deployed to meet business priorities at a level consistent with those outlined in this job description                |
| 15. | Encourage a culture of support at the Centre which reflects our mission and provides a positive and supportive environment for participants, volunteers, and staff  |
| 16. | Develop and maintain excellent relationships with staff, volunteers, participants, and carers   |
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## Person Specification

**Job title:** Yard Assistant (E = Essential D = Desirable)

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| <b>SKILLS AND CORE COMPETENCIES</b>   |
| <p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Proficient, experienced rider -E</li> <li>• Experience of yard work in a riding school environment - E</li> <li>• Knowledge of BSL / Makaton – D</li> <li>• BHS or other equine qualifications- D</li> <li>• RDA coaching experience - D</li> <li>• First Aid at work certificate- D</li> </ul> |
| <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of equine care and stable management- E</li> <li>• Experience of working with a broad range of people - E</li> <li>• Experience of meeting deadlines and prioritising own work – E</li> <li>• Experience of completing risk assessments -D</li> <li>• Experience of working alongside volunteers- D</li> </ul>               |

**Skills and Attributes**

- Excellent organisational skills; ability to multitask -E
- A passion for making a difference- E
- Close attention to detail – E
- Strong work ethic and excellent team working abilities -E

**Personal qualities, communicating and relating to others**

- Resilience, positivity and team working – E
- Ability to prioritise – E
- Ability to lead and motivate others – E
- Working flexibly to meet demand- E
- Sensitive to the needs of others-E
- Excellent communication skills- E

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults -E
- This post requires a Disclosure & Barring Service (DBS) disclosure at an Enhanced level - E

**Other**

- A commitment to Equal Opportunities and Diversity -E
- Maintain discretion and confidentiality – E
- A commitment to continued professional development and the development of the wider team-E