



# Cavalier Centre

**Charity No 1163030**

## About us

We are passionate about the potential of horses and horse related activity to promote improved mental, physical and emotional health in people of all ages. At our state of the art facility we deliver a wide range of activities and programmes through our herd of 14 equines, 7 staff and 200 dedicated volunteers.

## About you

We are looking for a highly motivated, qualified, experienced and organised Yard Manager to be responsible for all aspects of day to day yard operations at the Cavalier Centre. You will be a skilled and capable manager with an excellent knowledge of all areas of horse care and stable management. You will be passionate about welfare and have excellent knowledge of different training methods to keep horses working well and enjoying their daily routine. The yard will run smoothly thanks to your excellent organisation and communication skills.

## Job Description

<b>Job title:</b>	<b>Yard Manager</b>
<b>Location:</b>	<b>Cavalier Centre, Much Wenlock, Shropshire</b>
<b>Responsible to:</b>	<b>Centre Manager</b>
<b>Responsible for:</b>	<b>Setting the standard of equine care and stable management</b>
<b>Hours</b>	<b>40 hrs per week, to include a Saturday or Sunday</b>
<b>Salary</b>	<b>£25,500-£27,500 (pro rata) depending upon experience</b>

### Job Purpose

Leading the yard team of paid assistants and volunteers to ensure the health and wellbeing of our horses and ponies through excellent care, management and exercise routines. Working with all members of the team and external practitioners to maintain healthy, happy equines for ridden, driven and ground based activities.

<b>Main Duties</b>	
<b>Equines</b>	
1.	Develop programmes to ensure our equines are suitable for our RDA and other activities
2.	Manage and coordinate all aspects of day to day yard operations including ordering feed, managing grazing, water and shelter
3.	Develop exercise, training, nutrition and care programmes to ensure that our equines are in excellent mental and physical health
4.	Meet standards to maintain five star standard Hiring of horses licence and BHS Approved Centre status
5.	Liaise with vets, farriers and other equine professionals as appropriate
6.	Prepare equines for competition and other events on and off site
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.	Develop the Centre's equine provision through acquisition, training and sale
<b>Volunteers and Participants</b>	
10.	Develop and maintain processes for excellent yard management utilising the skills of volunteers as appropriate
11.	Provide relevant equine related training for volunteers
12.	Enable the integration and support of volunteers with special needs for whom mentors may be selected and trained
13.	Ensure compliance with policies including in respect to GDPR and record keeping, DBS safeguarding, confidentiality and use of personal information, and supporting the team's compliance with funding and contractual obligations
14.	Timetable and plan tasks for volunteers to include yard duties and assisting in ridden sessions
<b>General duties</b>	
15.	Work as part of the senior team to shape the vision for the future of the Centre
16.	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
17.	Encourage a culture of support at the Centre which reflects our mission and provides a positive and supportive environment for participants, volunteers and staff
18.	Develop and maintain excellent relationships with staff, volunteers, participants and carers

## Person Specification

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

<b>SKILLS AND CORE COMPETENCIES</b>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• BHS Stage 3 or equivalent experience - E</li> <li>• BHS Stage 4 or equivalent experience - D</li> <li>• RDA coaching experience - D</li> <li>• Proficient, experienced rider -E</li> <li>• Experience of yard management in a riding school environment - E</li> </ul>

- Evidence of continuing professional development – E
- Knowledge of BSL / Makaton - D
- Good IT skills and ability to use a range of programmes and applications– E
- Licence to drive 7.5 tonne lorry -D
- First Aid at work certificate- D

### **Experience**

- Experience of equine care and stable management- E
- Experience of working with a broad range of people – E
- Experience of meeting deadlines and prioritising own work – E
- Experience of completing risk assessments -E
- Experience of working alongside volunteers- D
- Proven leadership and management abilities, with experience in supervising a team -E

### **Skills and Attributes**

- Budget setting and management - E
- Good relationship management skills; ability to engage confidently and sensitively with stakeholders and partners -E
- Excellent organisational skills; ability to demonstrate capability in multiple task management
- A passion for making a difference- E
- Strong work ethic and excellent team working abilities -E
- Proactive and self-motivated-E
- Willing and enthusiastic, being a role model to volunteers and other members of staff- E
- A commitment to prioritising the care of the Centre's equines -E

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

- Strong commitment to supporting people with special educational needs and disabilities- E
- Resilience, positivity and team working – E
- Ability to prioritise – E
- Ability to lead and motivate others – E
- Working flexibly to meet demand- E
- Excellent communication skills- E
- Patient and sensitive to the needs of others- 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
- Ability to understand funding regulations and compliance requirements - E
- Maintain discretion and confidentiality – E
- A commitment to continued professional development and the development of the wider team-E

# How to apply

please provide a cover letter/personal statement highlighting your relevant qualifications, skills and experience and how they meet the essential skills for this role, along with a CV, and send your application to [centremanager@cavaliercentre.org.uk](mailto:centremanager@cavaliercentre.org.uk)

Should a cover letter/personal statement not be provided when applying for a role, we will not be shortlisting these applications.

Please note: we will be speaking to and interviewing candidates throughout the advertised period; to avoid disappointment, we advise you to submit your application as soon as possible as we reserve the right to close posts at any time.

Closing Date for applications: 18<sup>th</sup> April

Interview date: w/c 29<sup>th</sup> April