



Cavalier Centre

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 15 equines, 9 staff and 200+ dedicated volunteers. We are looking for a motivated and commercially minded Centre Manager to inspire and lead our team

About you

We are looking for an experienced, enthusiastic and entrepreneurial individual with proven managerial skills and an ability to lead to further develop our ambitious charity. You'll have excellent communication skills, a positive outlook, enjoy a flexible and dynamic working environment and have a genuine interest in people. You'll have the desire and energy to move the organisation forward in an exciting phase of our development.

<u>Job title:</u>	<u>Centre Manager</u>
<u>Location:</u>	<u>Cavalier Centre, Much Wenlock, Shropshire</u>
<u>Responsible to:</u>	<u>Chair of Trustees</u>
<u>Responsible for:</u>	<u>Overseeing the running of the Cavalier Centre including operations, fundraising, programming, HR, finance</u>
<u>Hours</u>	<u>40 hours per week</u>
<u>Contract type:</u>	<u>Permanent</u>
<u>Salary</u>	<u>£35,000 - £40,000 depending upon experience and possibility of performance related bonus</u>

Responsibilities

- To supervise the running of the Centre
- To develop collaborative programmes with other organisations, charities and practitioners to benefit specific target groups
- create a bank of clinical evidence of the value of the programmes
- To manage the estate including premises, land and equipment and ensure they are well maintained.
- To exercise line responsibility for the staff members, providing support for them in their roles and assuming responsibility for the maintenance of performance standards.

- Conduct regular staff meetings to ensure open and transparent communication within the organisation
- To oversee the recruitment and training of as many volunteers as required to meet the centre's needs
- To develop good relations with all organisations in the region dealing with people with special educational needs and disabilities, where they might be able to make use of the centre
- To assist in the development and implementation of fund raising strategies to maintain the financial stability of the centre including preparing and submitting funding applications.
- To prepare budgets for discussion with the Trustees
- To administer and oversee the financial management of the organisation, including managing and liaising with the Group Treasurer and trustees.
- To develop and implement a marketing and PR strategy for the centre and to act as the face and voice of the centre in all dealings with the outside world.
- To promote good governance, (including Health and Safety), maintain a database of all service users and Directors and ensure that all returns, evaluation forms, user documentation and other records are correctly completed and filed
- To ensure the wellbeing of all the horses and ponies on the estate and to manage their use effectively.
- To attend regular Board meetings.

Skills required

Essential

- Management experience and experience of leading and inspiring a team
- Excellent communication and interpersonal skills
- A leadership role in a previous employment
- Experience of Riding for the Disabled or some experience of working with horses
- IT skills including ability to use CRMS and particularly experience of social media and internet based marketing.
- Finance including line responsibility for budgets and operations
- A driving licence (to include HGV or prepared to be sponsored in gaining HGV)

Desirable

- Previous work/involvement with charities
- Fund raising
- Marketing experience
- Riding coach qualifications or ability/desire to progress to RDA coach level
- Empathy/understanding of and ability to easily communicate with people with special needs

Terms

- This is a full-time role with official hours of 40 hours per week
- Hours will need to be flexible to fit within a business that operates 7 days a week
- Weekend and some evening working will be required

Standards of Performance

A series of key objectives will be agreed between the Centre Manager and the Trustees represented by the Chairman. These will cover Recruitment, Programme Development, Marketing, Fund Raising, Finance, Staff Relationships and any other area deemed to be of importance. These will be reviewed every six months and new objectives agreed.

If you have any queries about the job please contact Jane Barker barkerj667@gmail.com

To apply for the post, please email barkerj667@gmail.com **detailing the post for which you are applying in the subject line** and enclosing your CV and a covering letter. Applications must be received before 1st October 2024. Please note that only applications including a covering letter, which clearly details how you meet the requirements of the person specification, will be considered.

Interviews will take place during week commencing 7th October either at the Cavalier Centre or remotely via Zoom depending on shortlisted candidates' location and interested candidates are urged to keep these times free.

Job Types: Full time, Permanent

Pay: £35,000 -£40,000 per year depending on experience and possibility of performance related bonus

Application question(s):

- Only applications including a covering letter, which clearly details how you meet the requirements of the person specification, will be considered.

Experience:

- Management and Leadership: 3 years (required)
- Financial experience: 3 years (required)

Language:

- English (required)

Work authorisation:

- United Kingdom (required)

Work Location: In person