



Charity No 1163030

Yard Coordinator

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 have a good knowledge of equine care and stable management, be a people person and work well in a fast paced, busy environment. You'll share our vision of inclusion and making equine activity accessible to all.

Job Description

Job title:	Yard Coordinator
Location:	Cavalier Centre, Much Wenlock, Shropshire
Responsible to:	Centre Manager
Responsible for:	Ensuring excellent standard of equine care and stable management
Hours	40 hrs per week to include a Saturday or Sunday
Salary	National Living Wage / National Minimum Wage

Job Purpose

To enable regular activities at the Centre by providing an excellent level of equine care and stable management, working alongside and providing tasks and supervision for volunteers, ensuring the smooth running of ridden and non-ridden equine activities whilst maintaining a safe, inclusive and accessible environment.

Main Duties

Equines

1.	Ensure the wellbeing of the Centre's equines through their daily care and welfare
2.	Develop and maintain processes and control for excellent yard management, utilising the skills of volunteers as appropriate
3.	Deliver a thorough regular equine exercise and training programme
4.	Maintain horse records on EC Pro
5.	Ensure compliance with all RDA and BHS equine policies and procedures
Volunteers and Participants	
6.	Provide relevant equine related training for volunteers
7.	Enable the integration and support of volunteers with special needs for whom mentors may be selected and trained
8.	Ensure compliance to 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
9.	Timetable and plan tasks for volunteers to include yard duties and assisting in ridden sessions
General duties	
10.	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
10.	Encourage a culture of support at the Centre which reflects our mission and provides a positive and supportive environment for participants, volunteers and staff
12.	Develop and maintain excellent relationships with staff, volunteers, participants and carers

Person Specification

Job title: Yard Coordinator (E = Essential D = Desirable)

SKILLS AND CORE COMPETENCIES
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • BHS Stage II/NVQ Level 2- D • Proficient, experienced rider -E • Evidence of continuing professional development – E • RDA Coaching experience - D • Knowledge of BSL / Makaton - D • Good IT skills and ability to use a range of programmes and applications– E • First Aid at work training- D • Licence to drive 7.5 tonne lorry -D
<p>Experience</p> <ul style="list-style-type: none"> • Experience of equine care and stable management- E • Experience of working with a broad range of people - E • Experiencing of meeting deadlines and prioritising own work – E • Experience of completing risk assessments -E

Skills and Attributes

- Excellent communication skills -E
- Excellent organisational skills; ability to demonstrate capability in multiple task management
- A passion for making a difference- E
- Ability to work accurately with close attention to detail – E
- Strong work ethic and excellent team working abilities -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 motivate others – E
- Working flexibly to meet demand- E
- 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