

Job Description

Title: **Senior Yard Staff/Coach**

Responsible To: **Yard Manager**

Directly Responsible For: **n/a**

Overall Purpose:

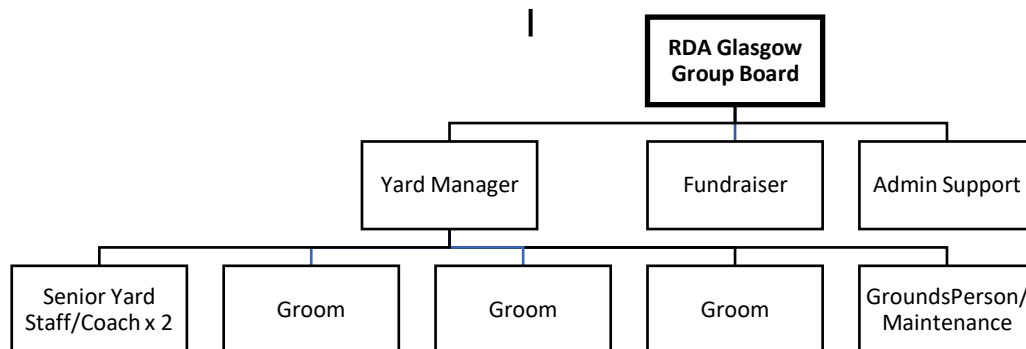
The Role of Senior Yard Staff is to assist with the smooth running of the stable yard.

The Senior Yard Staff will liaise with the Yard Manager to facilitate the general day-to-day yard duties and general housekeeping duties required.

The Senior Yard Staff will be responsible for the day to day running of the yard in the absence of the Yard Manager.

As Part of this Role Caretaker Duties are required and accommodation is provided.

Organisational Position



Main Duties and Responsibilities

1. To maintain effective and positive working relationships with staff, volunteers, partner organisations and clients.
2. To act professionally, courteously and effectively at all times.
3. To care for the well-being of the Horses and Ponies on a day to day basis, including but not limited to:
 - Trimming, clipping and rugging

- Daily mucking out tasks
 - Bringing in and putting horses out to field
 - Making and preparing feeds, in liaison with the Yard Manager
 - Maintain the horses to the fitness and schooling levels and liaise with the Yard Manager in implementing fitness plans.
 - To carry out and record any veterinary procedures authorised by the vet/Yard Manager
4. To support the delivery of classes and lessons by:
 - Teaching a number of RDA lessons and assisting in lessons when required
 - Grooming and ensuring all horses and ponies are turned out correctly for lessons
 - Ensuring all horses and ponies are correctly attired for the lessons
 - Conduct Inductions and training for volunteers and students
 - Assist other coaches with the assessment of riders and the suitability/availability of horses, when required
 5. Contribute to the recruitment, engagement and retention of volunteers while at the centre and through social media including conducting inductions and the giving out and receipt of any necessary paperwork.
 6. Conduct and Assist with Assessment Visits
 7. Supervise and train volunteers, students and any other persons working in the yard
 8. Assist with the Supervision, Training and Development of Grooms
 9. Collecting cash and ensuring it is lodged appropriately in accordance with centre regulations
 10. Assist in the development and maintenance of policies, systems and procedures as appropriate
 11. Assisting with general Centre maintenance by:
 - Ensuring the day to day cleanliness of the centre, reporting any damages and maintenance requirements to the appropriate person.
 - Identifying issues and assisting with general field maintenance.
 - Driving tractor and works vehicle, to maintain the centre and the transportation of horses to veterinary appointments and /or events when necessary.
 - Undertake a share of overnight caretaker duties
 12. Support special events and income earning activities in line with the Centre business.
 13. To undertake any other duties which may reasonably be required within the scope and level of the post.

Person Specification

Essential:

- RDA Coaching Certificate (to be gained within 6 months from commencement of employment)*
- BHS Stage 2 Complete (to be gained within 6 months from commencement of employment)*
- Up to date appropriate First Aid Qualification*
- Up to date Safeguarding Certificate*
- Member of the PVG Scheme

- Confident and capable of managing/handling a range of horses and ponies
- Physical fitness and the ability to lift, for example, a bag of feed or bedding

*training will be given if the postholder does not initially have this

Desirable:

- Driving Licence and experience of towing a trailer
- Tractor Driving Experience
- Experience of Organising and Running Events

Personal Attributes:

- Ability to work as part of a team
- Self-motivated with a flexible attitude;
- Able to demonstrate the ability to establish, build and maintain successful relationships with riders, staff and volunteers

General:

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

The post holder will require to be familiar with the Centre's Handbook, legislative and mandatory requirements and fully comply with all agreed policies and standing operating procedures.

Signed:	Date:
Signed: For RDA Glasgow Group Board	Date: