

YARD MANAGER – JOB DESCRIPTION

Reports to the Equestrian Centre Manager

The Yard Manager will support the Centre Manager and Assistant Yard Manager and STE team in the smooth and efficient running of St Teresa's Equestrian.

Duties and responsibilities

- Manage the team working on the yard on a daily basis, with the support of the Centre Manager.
- Manage the welfare of the horses and ponies.
- Working closely with the rest of the team, work horses from the ground and under saddle.
- Ensure all staff and volunteers act appropriately and are a positive contribution, helping with their education and training as needed.
- Manage the rota.
- Manage ordering of hay, bedding etc.
- Maintain yard records as appropriate.
- Report defective equipment, damages and any other Equestrian maintenance issues and make sure repairs are carried out promptly.
- Assist the Centre Manager and the Administrator in completing reports and health and safety documents, including risk assessments.
- Ensure that safe practice is adhered to and that health and safety standards are met at all times by all staff and any visitors to the yard. Complete appropriate accident report forms when necessary.
- Organise and support open days and events.
- Maintain professional standards as set by the Centre Manager in all aspects of appearance, yard management and behaviour.
- Carry out evening and weekend shifts and cover staff absence where necessary.
- Demonstrate professionalism in all aspects of work.
- Any other duties commensurate with the role at the discretion of the Centre Manager.

Person Specification

	<u>Essential</u>	<u>Desirable</u>
Qualifications	<ul style="list-style-type: none"> • Good verbal/written English. • BHS Stage 3 plus or equivalent as a minimum • UK Driving License 	<ul style="list-style-type: none"> • Current First Aid Certificate • Child Protection Training
Skills & Experience	<ul style="list-style-type: none"> • Experience of carrying out yard duties to a high standard. • Have good communication skills, be able to take responsibility and be able to manage and lead a small team. • Ability to confidently handle and work a range of horses and ponies from the ground. • Working knowledge of IT. 	<ul style="list-style-type: none"> • Experience of working with owners. • Experience of using ECPro software, Outlook/Onedrive and Excel.
Personal Qualities	<ul style="list-style-type: none"> • Good sense of humour and a positive "can do" attitude are essential! • Maintain a professional approach at all times with particular reference to personal attire, behaviour, timekeeping and standards. • Be able to reflect and improve on performance of self and others in order to continually improve St Teresa's Equestrian. • Be willing to contribute ideas and take on responsibilities as they arise. • Be open to change and able to adapt to different situations. • Have a good eye for detail. • Confident in working within a team, leading a team and sole charge. 	

Remuneration

A generous benefits package and 25 days annual leave plus 8 days statutory bank holidays equivalent.

Packages includes –

- On the job training/CPD from experienced Centre Manager and teaching staff, as well as external trainers, in all aspects of horse care/ride/lunge/long reining, management and teaching.
- 2 days of paid off site CPD per year.
- Opportunity to study for further qualifications.
- First Aid training and Child Protection/Safeguarding paid for/provided.
- Financial assistance towards BHS exams.
- An excellent pension scheme.
- Free school lunches in term time.