Post No

Current Grade: Hourly Paid Meets NMW

###### JOB DESCRIPTION

**Unit**: Active Northumberland

**Section**: The Pegasus Centre

**Post Title**: **Casual Yard Assistant**

**Responsible to:**  Resources Manager

**Responsible for**: None

**Accountable for:** Providing assistance to the Resources Coordinator in themaintenance of ‘the Yard’ (comprising the stables, riding arenas, paddocks and other grazing land, barns and associated facilities and the horses therein, including those belonging to livery clients).

**Resources**: Yard support staff/volunteers and Equipment

###### Functional links:

1. Resources Coordinator
2. Yard Assistant (s) and support staff / volunteers
3. Senior Instructor and staff / volunteers
4. Livery clients / contractors / suppliers

###### Job Purpose

To support the Resources Coordinator in the maintenance of ‘the Yard’ (comprising the stables, riding arenas, paddocks and other grazing land, barns and associated facilities and the horses therein, including those belonging to livery clients).

###### Main Duties and Responsibilities

* + - 1. To assist with all activities relevant to the effective management of the Yard, including but not limited to cleaning, feeding, grooming, land-management, repair and maintenances regimes as appropriate.
      2. To assist in the preparation of horses for equestrian activities, ensuring that horses are prepared and ready for lessons in time and that after lessons all horses are stabled and equipment put away as appropriate.
      3. To ensure high levels of tidiness and hygiene, cleaning and tidying-up as appropriate and reporting any major problems to the Resources Coordinator.
      4. To assist with the routine checking, maintenance, repair and replacement of equipment, removing defective equipment from use and reporting defects to the Resources Coordinator.
      5. To assist in the delivery of equestrian activities, including providing support during riding lessons, as appropriate to skills and experience.
      6. To exercise appropriate responsibility for the safety and welfare of horses, riders, and others involved or affected by Yard activities, in accordance with the relevant requirements and guidance provided by the Pegasus Centre, the HSE, the Riding for the Disabled Association, the British Horse Society and other appropriate bodies.
      7. To contribute to the ‘safeguarding’ (protection) of children and vulnerable adults in accordance with the requirements of the Centre and relevant legislation.
      8. To assist with the implementation of emergency procedures as required, providing first aid, seeking assistance from emergency services and directing and assisting people as appropriate.
      9. To complete such records and documentation as appropriate in accordance with the requirements of the Centre, including but not limited to Accident Reports.
      10. To contribute effectively as part of the team of staff and volunteers responsible for the delivery of activities at the Pegasus Centre.
      11. To participate in the development and promotion of policies, procedures and documentation in support of the delivery of equestrian activities.
      12. To assist with the delivery of high standards of customer care by providing prompt and courteous advice and service to customers, informing and directing people as appropriate.
      13. To remove defective equipment from use and report defects to the Resources Coordinator.
      14. To participate in training courses and events to update skills, knowledge and qualifications.
      15. To liaise with riders, parents, carers, schools and other agencies as appropriate in the performance of this role.
      16. To undertake any other reasonable duties as requested.

Signed by Post holder: Date:

Head of Service: Date:

CMT Rep: Date:

Personnel: Date: