

Active Northumberland
JOB DESCRIPTION

Post Title: Yard Hand		Director/Service/Sector: Active Northumberland		Office Use
Band: 3		Workplace: Pegasus Centre		JE ref: ANJD021
Responsible to: Resource Coordinator		Date: September 2018		
Job Purpose: The yard hand will care for the centres horses/ponies, maintain the yard and support the general running of the centre.				
Resources	Staff	none		
	Finance	process payments, cash handling		
	Physical	shared responsibility for the safe use of equipment. Key holder - responsible for opening and closing premises on occasions.		
	Clients	All visitors to the Pegasus centre		
Duties and key result areas:				
<ol style="list-style-type: none"> 1. To support the development of the Pegasus Centre. 2. To support the planning, programming and delivery of schools and community based riding for the disabled sessions. 3. To support the Resources Coordinator as required with the maintenance and care of the horses and their environment; including mucking out, yard cleaning; tack and tacking up; bringing in and turning out the horses. 4. Assist in the day to day running of the yard including the welfare of the horses, feeding, grooming, bathing, shoeing, vaccinations and worming programmes. 5. Assist with the organisation of the exercise of horses. 6. Assist the Riding Instructors in leading the horses in lessons for disabled children and adults. 7. Under the instruction of the Riding Instructors, assist in the administration of medication to the horses and keeping standards. 8. Ensure the safety and cleanliness of all tack, harness, rugs and other related equipment. 9. To be aware and comply with all relevant health and safety regulations as highlighted by the Resources Coordinator. 10. To assist with completing and returning all the necessary forms including risk assessments, register of participants, feedback questionnaires, profile forms, accident report forms, etc. when needed or as appropriate. 11. To attend relevant centre meetings. 12. All employees are expected to demonstrate a commitment to the principles of equal opportunities both in relation to employment issues and service delivery and to adhere to the policies of Active Northumberland in the performance of their duties. 13. To maintain a flexible approach to working hours commensurate with the aims of the scheme. 14. Attend relevant training courses to facilitate continued professional development and to use this knowledge to contribute to improving delivery. 				
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
Work Arrangements				
Transport requirements:	N/A			
Working patterns:	Regular unsociable hours working - weekends and evenings			
Working conditions:	Regular outdoor working			

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PERSON SPECIFICATION

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Essential	Desirable	Assess by
Qualifications and Knowledge		
An equine related qualification particularly focused on horse care. Experience of working on a yard.	First Aid Certificate. Riding for the Disabled Association (RDA) experience British Horse Society Assistant Instructor (BHSAI) qualification	
Experience		
Experience and/or interest in working in an equine environment. Experience of working as part of a team. Understanding of equity principles.	Experience of working on equine related programmes.	
Skills and competencies		
Good level of riding ability. Good verbal and written communication skills.	Ability to anticipate feed and bedding requirements and advise the yard manager.	
Physical, mental, emotional and environmental demands		
Energetic, enthusiastic, motivated and flexible with a commitment to working on riding for the disabled programmes. Ability to work to own initiative.		
Motivation		
Willingness to learn new skills and meet new professional challenges. Commitment to personal development including a willingness to take further qualifications.		
Other		
Satisfactory DBS check.		