

**JOB DESCRIPTION**

<b>Post Title:</b> Riding Instructor		<b>Director/Service/Sector:</b> Active Northumberland		<b>Office Use</b>	
<b>Band:</b> 5		<b>Workplace:</b>		JE ref:ANJD049	
<b>Responsible to:</b> Resource Coordinator		<b>Date:</b> September 2018			
<b>Job Purpose:</b> In accordance with requirements of the Pegasus centre to deliver equestrian activities appropriate to qualifications and experience for clients of the Pegasus Centre, recognising that many clients will have disabilities and be inexperienced riders and delivering activities in accordance with recognised standards so as to ensure the health and safety of all those who may be affected by the activities.					
<b>Resources</b>	Staff	none			
	Finance	cash handling			
	Physical	Direct responsibility for the health and safety of customers, horses and equipment.			
	Clients	Customers - schools, parents, carers, children, people with disabilities, vulnerable adults, agencies			
<b>Duties and key result areas:</b> <ol style="list-style-type: none"> <li>1. To deliver instruction in equestrian activities, including but not limited to riding assessments and lessons.</li> <li>2. To assist with the preparation of horses for equestrian activities.</li> <li>3. To exercise responsibility for the safety and welfare of horses, riders, instructors and others involved or affected by equestrian activities, and to ensure that all equestrian activities are delivered in accordance with the relevant requirements and guidance provided by the Pegasus Centre, the Health and Safety Executive, the Riding for the Disabled Association (RDA), the British Horse Society (BHS) and other appropriate bodies.</li> <li>4. To contribute to the 'safeguarding' (protection) of children and vulnerable adults in accordance with the requirements of the Centre and relevant legislation.</li> <li>5. To contribute to the 'safeguarding' (protection) of children and vulnerable adults in accordance with the requirements of the Centre and relevant legislation.</li> <li>6. To complete such records and documentation as appropriate in accordance with the requirements of the Centre, including but not limited to Ride Summary Forms, Booking Sheets, Money Taken Forms and Accident Reports.</li> <li>7. To contribute effectively as part of the team of staff and volunteers responsible for the delivery of activities at the Pegasus Centre.</li> <li>8. To participate in the development and promotion of policies, procedures and documentation in support of the delivery of equestrian activities.</li> <li>9. 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.</li> <li>10. To remove defective equipment from use and report defects to the Resource Coordinator.</li> <li>11. To participate in training courses and events to update skills, knowledge and qualifications.</li> <li>12. To liaise with riders, parents, carers, schools and other agencies as appropriate in the performance of this role.</li> <li>13. To be able to tack up horses.</li> </ol> <p>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.</p>					
<b>Work Arrangements</b>					
Transport requirements:		None			
Working patterns:		May include weekends and evenings.			
Working conditions:		Mainly working outdoors.			

Active Northumberland  
**PERSON SPECIFICATION**

Post Title: Riding Instructor		Director/Service/Sector: Active Northumberland		Ref: ANJD049
Essential		Desirable		Assess by
Qualifications and Knowledge				
<ul style="list-style-type: none"><li>British Horse Society (BHS) Level 3 coaching qualification.</li><li>Preliminary Teaching Test (PTT) qualified for able body</li><li>Riding for the Disabled Association Group Coach (RDAGC) qualification for disabled riders</li></ul>		<ul style="list-style-type: none"><li>First Aid at Work qualification</li><li>Health and Safety qualifications</li><li>Equine First Aid qualification</li><li>Manual Handling qualification</li><li>Customer Care qualification</li><li></li></ul>		(a), (i), (r)
Experience				
<ul style="list-style-type: none"><li>Experience of working in an equestrian centre and instructing riders</li></ul>		<ul style="list-style-type: none"><li>Experience of working with the voluntary sector</li><li>Experience of planning and delivering inclusive courses, competitions and events</li><li>Experience of working with disabled clients</li><li></li></ul>		(a), (i), (r)
Skills and competencies				
<ul style="list-style-type: none"><li>Knowledge, skills and aptitude relevant to equestrian instruction</li><li>Good writing skills</li><li>Good instruction / coaching skills</li><li>Good communication and organisational skills</li><li>Ability to work unsupervised</li><li></li></ul>		<ul style="list-style-type: none"><li>Knowledge and understanding of health and safety law and policies and principles relating to community activity provision</li><li>Good interpersonal and planning skills</li></ul>		(a), (i), (r)
Physical, mental, emotional and environmental demands				
		<ul style="list-style-type: none"><li>Fit and able to carry out full range of duties</li></ul>		
Motivation				
<ul style="list-style-type: none"><li>A willingness to work flexibly including being available evenings, weekends and statutory holidays</li><li>A willingness to learn and participate in training</li><li>A commitment to promote equality of opportunity</li></ul>				(a), (i), (r)

Other		
<ul style="list-style-type: none"> <li>• Satisfactory DBS check</li> <li>• Courteous</li> <li>• Responsible</li> <li>• Smart appearance</li> </ul>	<ul style="list-style-type: none"> <li>• Valid driving licence and regular access to means of transport</li> </ul>	(a), (i), (r)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits