

## Equine Operations Manager

Competency	Role Specification	Evidence/demonstration of meeting specification	Essential/Desirable
1. Qualifications/ Education	BHSAI/Level 3 BHS APC or other equivalent equine coaching qualification	Application, Certificates	Essential
	Full driving licence		Essential
	RDA Coach Certificate or RDA Advanced Coach	Application, Certificates	Essential
2. Knowledge and Experience	Experience of maintaining the highest standard of equine care and welfare and the implementation of Animal Welfare legislation and ensuring appropriate compliance measures	Application, Interview	Essential
	Experience of supervising an equine environment, including managing and training staff and volunteers	Application, Interview	Essential
	Experience of organising and delivering of lessons	Application, Interview	Essential
	Knowledge of the standards required to ensure maintenance of the yard, field infrastructure, equipment and tack	Application, Interview	Essential
	Experience of the purchase or loan of horses and		Essential

	<p>appropriate vetting processes</p> <p>Experience of managing Volunteers to support RDA lessons</p> <p>Experience of working with disabled and neuro diverse people</p> <p>Training in and experience of Safeguarding procedures</p>	<p>Application, Interview</p> <p>Application, Interview</p> <p>Application, Interview</p> <p>Application, Interview</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
3. IT Skills	Good skills and knowledge of the Microsoft Office programmes	Application, Interview	Essential
4. Liaison and Networking	<p>Demonstrable track record in building and maintaining relationships and in service delivery</p> <p>Capacity to develop internal and external networks</p>	<p>Application, Interview</p> <p>Application, Interview</p>	<p>Essential</p> <p>Essential</p>
5. Service Delivery	Experience in the delivery of BHS, and Pony club activities.	Application, Interview	Essential

	Experience of planning and co-ordination of affiliated and non-affiliated competitions and events. Knowledge of the regulatory framework for participants (RDA, BHS, & Pony Club).	Application, Interview	Essential
6. Decision Making, Initiative and Problem Solving	Capacity to identify opportunities relevant to the Centre's aims and objectives	Application, Interview Give examples	Essential
	Capacity to take initiative and to find solutions	Application, Interview Give examples	Essential
7. Communication/ Interpersonal Skills	Excellent written, spoken communication and customer relation skills.	Application, Interview	Essential
	Excellent interpersonal skills	Application, Interview	Essential
	Capacity to empathise with diverse groups	Application, Interview	Essential
8. Teamwork and Motivation	Ability to motivate and inspire colleagues, and contribute to a positive and supportive environment	Application, Interview Give examples	Essential
	Facilitative and collaborative approach	Application, Interview Give examples	Essential
9. Planning and Organisation	Ability to plan and prioritise own and others' work	Application, Interview Give examples	Essential

	Diligent and flexible approach to changing needs	Application, Interview Give examples	Essential
	Experience of coordinating multiple projects or activities often with conflicting deadlines	Application, Interview Give examples	Essential
10.Values	Commitment to Equality, Diversity and Inclusivity	Application, Interview	Essential
	Commitment to the Centre's aims and objectives	Application, Interview	Essential
11.Other	Enhanced Disclosure from the Disclosure and Barring Service		