

Patron: Nicola Wilson, Team GB Olympic Medallist

Post Title: Yard Manager
Responsible to: Centre Manager
Location: The Unicorn Centre
Job Purpose: To manage the operation of the Yard, deliver lesson coaching and training, and ensure that the Equine Team is fit for purpose.

DUTIES AND RESPONSIBILITIES

1. To be responsible for the overall running of the yard to the expected standard and to deputise for the Centre Manager.
2. To manage the yard staff and volunteers, including
 - a. Allocating tasks and workloads
 - b. Identifying staff training needs and delivering CPD alongside the Centre Manager
 - c. Ensuring that the yard team and volunteers carry out their duties in a professional manner in accordance with Centre Policies.
 - d. Being a key holder for the premises and out-of-hours alarm responder.
3. To liaise with the Volunteer Co-ordinator to determine optimum levels of volunteers required to support the delivery of services/yard workload.
4. To be responsible for the care and welfare of horses and ponies and to ensure that the yard is run to the highest standards, including:
 - a. Ensuring the horses and ponies are suitable and fit for their roles and take appropriate action to ensure they are best fit for participants.
 - b. Arranging for regular breaks for horses and ponies, including recuperation breaks after long-term sickness/lameness/injury in accordance with the Centre's Equine and Bio-Security Policies.
 - c. Ordering and delivery of all equine related supplies and services including feed, bedding and medication etc.
 - d. Ensuring all tack, including hats, are in sufficient supply and kept in good order, recording regular visual safety checks.
 - e. Implementing the agreed Grassland Management Plan and organising muck heap control.
 - f. Ensuring medication and Equine Monitoring Reviews are carried out as required in line with the Equine and Welfare Policy and Animal Welfare Legislation.
 - g. Ensuring shoeing, teeth/back checking and vaccinations are carried out as

required.

- h. Monitoring horses/ponies' weights, and ensuring that the weight carrying capacities are reviewed and updated termly or more frequently as required.
 - i. Ensuring all preparations are made for the annual Vet's inspection for the Riding School Licence.
 - j. Recording and implementing remedial action from any Vet's visits.
5. To coach RDA and some non-disabled participants, including on the Dressage Horse Simulator.
 6. To manage the participant waiting list, arrange assessments in a timely manner and ensure the weekly timetable of lessons is maintained to full capacity.
 7. To manage the exit strategy for participants who are no longer in a position to ride equines and/or Blackberry.
 8. To manage arrangements for the Centre's participation in shows and competitions including RDA Regional and National competitions.
 9. To disseminate current practice in relation to British Dressage (BD) to all relevant staff, including attending the six-monthly organiser meetings and ensure the adherence to the BD Affiliation Agreement document. Integration of BD events into our scheduling calendar in agreement with Centre Manager and ensuring inputting deadlines are met.
 10. To act as a Designated Safeguarding Officer (DSO) and to ensure that Staff, Volunteers and Participants act in accordance with the Centre's Safeguarding and Prevent Policy.
 11. To ensure risk assessments are completed for all activities, areas and events for agreement by the Centre Manager.
 12. To ensure adherence to all the Unicorn Centre's Policies.
 13. To carry out duties relevant to the post and in line with the Centre's teamwork culture.
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