

# Equestrian Centre Manager

## Job Description

### The Role

<b>Job title:</b>	Equestrian Centre Manager
<b>Department:</b>	Commercial Services
<b>Responsible to:</b>	Associate Director of Commercial Services
<b>Location:</b>	Equestrian Centre, Fossehill Farm, Coates, Cirencester
<b>Salary:</b>	Grade 6: £26,759.10 - £33,965.60 per annum
<b>Term:</b>	Permanent, Full Time
<b>Relationships with:</b>	Staff, students, customers, suppliers, contractors

### Purpose

Fosse Hill Farm is the home of the Royal Agricultural University equine enterprise and is a commercial unit providing various types of equine livery, as well as supporting the RAU with equestrian education and academic research. This role works closely with the Department of Agricultural Science and Practice to ensure the smooth running of the yard and the well-being of the equines and providing a good student experience.

The Equestrian Centre Manager is a client facing role, and requires the ability to build effective working relationships with livery clients, both students and those external to the University. The post holder will be responsible for health and safety at the Equestrian Centre and monitoring the condition of and arranging suitable maintenance for grazing, riding areas, and yard facilities.

In liaison with the Equine Academic staff the post holder will assist in the design and delivery of practical skills teaching equivalent to BHS Stages 1-3 Horse Care and Stage 2 3 Lunge. Support of practical research projects is also.

### Key Responsibilities

- Oversee day to day care of all horses onsite
- Liaise directly with university management regarding the running and performance of Fossehill.
- Oversee day to day management of centre, with line management of x 3 FT technicians and

budget responsibility

- Preparation and delivery of educational activities
- Maintaining and updating all relevant records with clear channels of communication in line with yard procedures
- Promote and ensure high standards of Health & Safety are maintained, including; ensuring all pre-arrival checks are completed and ensuring all bio-security measures are adhered to
- Excellent customer service and community liaison
- Routine maintenance to the site in accordance with yard procedures

## Daily Duties

- Complete any 'livery extra' services
- Effective communication and reporting in line with yard operating procedures
- Monitor the yard mobile phone
- Supervision of staff on-site
- Monitor stocking levels and procurement of supplies and equipment
- Livery account management
- Monitor Fossehill email account and respond to any queries/enquiries
- Operating machinery such as telehandler, tractor with various attached implements and ATV
- Overseeing research trials, organising paddocks, farrier and daily care with clear channels of communication and diligent work ethic
- General tidying of the yard, completing inventories, organising first aid (human and equine), organising inside the new container
- Promotion of the facility hire and monitor/manage bookings and payments
- Responsible for locking up at night, on a shared rota and able to safely work alone
- To be able to perform any tasks relating to the role

## General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

## Person Specification

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured By</b> A) Application Form B) Interview C) Presentation
<b>Qualifications:</b>		
A good standard of general education - GCSE or equivalent.	E	A
Hold a full UK driving license	E	A
BHS Stage 3 Grooms Certificate (Horse Care and Lunge Units)	E	A
Telescopic Handler Experienced Certificate	D	A
BHS Stage 4 Senior Yard Manager (or willing to work towards)	E	A, B
BHS Coaching Qualification	D	A, B
<b>Knowledge, Experience and Skills:</b>		
Suitable Health & Safety & COSHH training and awareness.	E	A
Good interpersonal skills, able to communicate effectively with people from all backgrounds.	E	B
Experience supervising in a similar environment	E	A
Ability to work unsupervised if necessary.	E	B
Ability to work to written and or verbal instruction.	E	B
Budget management experience	E	B
Physically fit enough to be mobile on foot around campus, including locations upstairs, to be able to cover all areas on campus.	E	A, B
Experience operating a tractor and various attached implements	D	A
ATV certificate or willing to obtain	D	A
Spraying Qualifications PA6, PA1, PA2a (or willing to work towards)	D	A

# Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk)) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) stating where you saw the advert for the role
- Informal enquiries can be made to Tracy Bye (Tracy.Bye@rau.ac.uk).
- **Closing date:** 7 August 2024 with **Interviews and practical exercise on:** 20 August 2024.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

**The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the RAU at this level**