



Wirral Riding Centre

Job Specification: Weekend Yard Manager at Wirral Riding Centre

Key Responsibilities:

- Organise staff rota and disseminate appropriately
- Organising staff on a daily basis by giving each staff member key responsibilities
- Liaising with the proprietor, riding school and yard managers when organising, supporting and disciplining staff
- To discipline staff where necessary
- Mucking out/skipping out
- Sweeping the yard
- General tidiness of the yard
- Organising and keeping allocated areas tidy such as the feed room, tack room and storage areas
- Running the office

The role of horse care can vary depending on experience, but may involve:

- Organising necessary care for horses/ponies such as the farrier, dentist, vet (this list is not exhaustive)
- Liaising and communicating with all equine professionals
- Liaising and communicating with liveries to ensure the organisation and welfare of their horse or pony
- Grooming and treatment of all injuries
- Turning out or bringing in from the field
- Performing field and yard checks to ensure and maintain the safety of the yard
- Ordering and maintain bedding, feed and all necessary medical supplements
- Deciding on appropriate tack, tacking up, untacking and taking care of tack
- Leading in and out of arenas
- Organising the majority of lesson preparation and supporting other instructors with lesson preparation
- Assisting customers
- Supporting riders

The role of instructing can vary depending on experience, but may involve:

- Preparing and teaching 1-1 lessons that match the experience and ability of the rider and horse or pony
- Preparing and teaching group lessons that match the experience and ability of the rider and horse or pony
- Willingness to progress onto and/or through to BHS qualifications
- Organising and running events

Essential Skills and Qualifications:

- Extensive equine experience
- Excellent communication skills
- Passion for working with horses
- Patience and empathy towards horses
- The ability to multitask
- Flexibility
- The ability to plan and teach progressive lessons

Desirable Skills and Qualifications:

- BHS stages
- Safeguarding training (inc Prevent and/or Safer Recruitment)

Wirral Riding Centre is committed to the highest standards of safeguarding and promoting the safety and welfare of our young people and expects the same level of commitment from all staff.

This post is subject to references and an Enhanced Level DBS check