



Sirona Therapeutic Horsemanship CIO

Application Pack

Senior Groom/Yard & Volunteer Co-Ordinator

Buckhams Stables

Old School Farm

Dartington Hall

Totnes, TQ9 6EB

vacancies@sironaequine.org.uk

01803 868779

Additional information

Sirona Therapeutic Horsemanship is a leader in the innovative field of equine-assisted therapy and learning which provides therapeutic and educational activities to vulnerable, disadvantaged and disabled young people and adults in order to improve health and wellbeing and lead to more positive life outcomes. Since 2018 we have been based on a beautiful purpose-built centre on the Dartington Hall Estate nr Totnes in Devon. We are now recruiting for an experienced senior groom to oversee the care of our special herd of horses and other animals.

Guidance for Applicants

Sirona Therapeutic Horsemanship is an equal opportunities employer and all appointments are made on merit. Shortlisting is carried out the information you provide against the requirements of the role as detailed in the person specification and job description.

Employment of Ex-Offenders

Appointment to this post is subject to a DBS Disclosure. However, all unspent convictions are requested to be listed on the application form. Unspent convictions apply to any conviction within the last 5 years.

Qualification/Examination Certificates

Candidates invited for interview should bring originals of all certificates to interview

Right to Work Documentation

Candidates called for interview are required to bring with them evidence of their right to work in the UK. Documentation that will need to be seen is either

- A valid UK passport; or
- An official tax document along with a full birth certificate; or
- If your passport is not from the UK but from within the EEA there should be a resident permit/Certificate of Entitlement/Registration Card or a stamp;
- If your passport comes from outside the EEA you will have to gain possession of a VISA and a Certificate of Sponsorship, the latter having been issued by the relevant HR department.

Person specification & Job Description

Position Title: Senior Groom/Yard and Volunteer co-ordinator

Reports to: CEO

Hours: 35 per week, Monday to Friday

Salary: £18,000 - £21,000 depending on qualifications and experience

Role

The role is ensuring the smooth running of the yard and care of Sirona's herd of horses and other animals including goats and chickens. This involves all aspects of horse care and management, being responsible for their health, exercise, training and daily routines. The role also involves managing volunteers, work experience students and apprentices including training for the Level 2 qualification in Horse Care in partnership with Bicton College.

The Individual

You should hold extremely competent equine skills at Level 3 standard at least, and preferably with an equine qualification. You will work within a positive reinforcement training approach and have experience of running an equine yard. A soft and sensitive approach to horses is essential (no gadgets used at Sirona). Being able to ride ponies from 12.2HH a key advantage.

The successful applicant should be confident and self-aware, with a mature approach and easily able to relate to people of all ages through good interpersonal skills. You will need to be empathetic and non-judgmental, highly confidential, and possessing the ability to work within boundaries is essential.

A good communicator, who is highly organised and able to work under pressure, you will need to be resilient and possess the ability to take sole charge and make quick informed decisions when required. The successful applicant should be a good team player who is positive, hardworking, adaptable and resourceful, with the ability to deliver training to meet different learning styles. You will also have experience of working with disadvantaged young people and adults if possible.

It is essential that you hold a current driving licence and experience of towing horse trailer an advantage.

Main Duties and Responsibilities

- All aspects of horse care and management such as feeding, grooming, mucking out and including sole charge of yard
- Field management and maintenance including daily poo-picking, fencing, water and weed control etc
- Horse training and exercise including riding, lunging, long-reining and liberty work. Bringing on young/new horses as required
- Responsible for the health and welfare of all the horses and ponies
- Overseeing farrier, vet, dentist appointments etc
- Organising and maintaining checklists for equipment, hats, equine supplies, COSHH etc

- Order and ensure stocks of bedding, fodder etc are maintained and oversee and manage feed and health charts
- Maintaining and caring for tack and equipment
- Train, supervise and manage volunteers and apprentices to Level 2
- To assist on Level 1 & 2 Horse Care courses and Therapeutic Horsemanship sessions with disadvantaged client groups if required
- Assist with monitoring and evaluation as required
- Providing equine training to the team

Additional duties as required

- Assist with promotional activities and events such as open days and shows etc off site – this may involve w/e working and travelling
- Transporting horses and ponies - including driving the centre vehicle and trailer (if qualified/experienced to do so)
- Attend off site meetings and training if required
- Any other duties as required

Responsibilities of all Sirona Therapeutic Horsemanship Employees

- To ensure safety remains at the centre of all activities under Health and Safety legislation and risk assess all activities on an ongoing basis
- Demonstrate a commitment to continuing personal development by attending our peer supervision and meetings, in house training and other relevant training in a volunteer capacity (these are outside of normal working hours)
- Work within and promote policies in relation to Equal Opportunities and Anti-Discriminatory practice
- To co-operate with all the team and work in a way that promotes good communication and builds positive working relationships
- To promote the values and principles of Sirona Therapeutic Horsemanship of providing non-judgemental support to disadvantaged young people and adults in order to support them to reach their full potential

Person specification

	Must have/be:	Desirable qualities
Experience	Extremely competent and experienced horse handling and riding skills to level 3 at least Experience with a wide variety of horses including young horses Have worked in a teaching/supporting capacity Have previous experience in managing staff/volunteers	Worked within wide range of equine establishments Experienced with working with different age and ability groups of people
Skills & abilities	Sensitive equine skills using positive reinforcement methods Able to be flexible to different ways of working Mature and positive attitude, hard worker & good team player Excellent communication skills Knowledge of health and safety Good IT skills	Willing to undertake training in relevant areas Able to motivate and inspire young people who have not had positive experiences
Qualifications	GSCE level of education in Maths and English	BHSAI/Level 3 coach/equine degree or other equine qualification Other qualifications in social care
Training	Have attended additional equine training/courses Training in children/young people/social care	Equine-assisted learning/therapy training Current first aid certificate
Other	Willing to work weekends & evenings Flexible with working hours Current driving licence	Have driven horse boxes/trailers if possible

To Apply

If you feel that you have the skills and desire to undertake this rewarding, but sometimes demanding role, please complete the application form and email in the first instance with your full CV and a covering letter to: vacancies@sironaequine.org.uk