



## JOB DESCRIPTION

**Job Title:** Equine Unit Yard Staff

**Responsible to:** Equine Outreach & Yard Manager

**Department:** Equine

**Grade:** Business Support Scale point 9-10

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**Main Purpose of Job:**

To assist in the general running of the equine Yard, providing support to the Equine Outreach & Yard Manager and Assistant Manager to ensure that duties are rotated and the needs of the horses are met.

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**Principal Accountabilities & Specific Duties:**

1.	Administer treatment to horses as directed.
2.	Ensure the facilities are kept in a clean and safe condition.
3.	Ensure that all stabled horses are exercised or turned out daily as directed.
4.	Promote the facilities of the College.
5.	Assist with running of equine events and competitions.
6.	Supervise and facilitate students completing Yard Duties in a realistic learning environment
7.	Complete necessary paperwork in respect of the horses as directed.
8.	Attend to any visitors on the yard, completing any relevant documentation and responding to customer enquiries as directed, giving excellent customer care
9.	Assist with the assessment of students practical work in a realistic learning environment and complete associated paperwork
10.	Any other duties as determined by the Equine Unit Manager, Assistant Manager or Programme Area Manager or Head of Faculty
11.	Adhere to College policies and procedures on Equal Opportunities, Health and Safety and Quality in line with the College mission and be responsible for the health and welfare of both horses and people in the unit.

Hours of work for the above post will be in accordance with the contract of employment. Coleg Cambria conditions of service for Business Support Staff will apply.

**Key Relationships:**

The post holder will need to form effective and co-operative working relationships with:

1. Unit Manager
2. Deputy Director of Curriculum
3. Director of Curriculum

*Note: This Job Description is accurate as at the date shown below. In consultation with the post holder it may be varied to reflect changes in the job.*

Signed:

.....  
POSTHOLDER

Date:

.....

Signed:

.....  
HUMAN RESOURCES MANAGER

Date: .....

**PERSON SPECIFICATION FOR POST OF: Equine Unit Staff/Groom**

**Code:**            **WA** = **Written Application**                    **GD** = **Group Discussion**                    **WE** = **Written Exercise**  
                          **I** = **Interview(s)**    **P** = **Presentation**                                    **T** = **Tests**

- Notes:** 1. Not all of the above means of assessment will be used for every post; those that will be used for this post are marked with an \*.  
 2. The College will wish to see the originals of, and take copies of, Qualifications marked as 'Essential'.

Criterion	Importance		Will Be Assessed by Reference To:					
	Essential	Desirable	WA*	I*	GD*	P*	WE*	T*
<b>Qualifications:</b>								
Level 2 or equivalent in an Equine related subject	✓		✓					
Level 3 or equivalent in an Equine related subject	✓		✓					
Previous Equine yard experience	✓		✓					
Valid driving licence.	✓		✓					
Teaching/instructing related Qualification		✓	✓					
First Aid qualification		✓	✓	✓				
BHS Assistant Instructor		✓	✓					
<b>Experience &amp; Knowledge:</b>								
Experienced and able to work in team in order to achieve a common target.	✓		✓	✓				
<b>Skills:</b>								

Able to work with limited supervision to a high standard	✓		✓					
Has excellent customer service skills	✓		✓	✓				
Able to analyse problems and select practical solution	✓			✓			✓	
Able to overcome difficulties in implementation	✓			✓				
Able to plan and prioritise work when required	✓			✓				
Working knowledge of MS Word & Excel for various tasks		✓	✓	✓				
Able to create effective working relationships	✓			✓				
Able to set up and work within given policies	✓		✓	✓				
<b>Personal Qualities:</b>								
Able to communicate effectively at all levels	✓		✓	✓				
Has a customer-focused approach to work	✓			✓				
An outgoing and positive personality	✓			✓				
Able to communicate through the medium of Welsh		✓	✓	✓				
Demonstrates an empathy with the Welsh culture	✓		✓	✓				
Demonstrates a commitment to Equality and Diversity	✓		✓	✓				

