

Riding School Assistant/Coach



Department: Riding School

Our Organisation

Ferring Country Centre is a charity providing support to people with learning disabilities. Having started in 1986 with 12 beneficiaries we have expanded over the years and now provide services to around 130 beneficiaries each week.

Our organisational mission is:

“To support people with learning disabilities to grow their independence, connect with others and create a good life.”

In addition to our Day Service our Garden Centre, Ranger’s Café, Gift Shop, Dales Farm, and Riding School are open to the general public, seven days per week. This allows everyone to share our beautiful site and excellent facilities and allow those we support the opportunity to develop social and customer service skills in a safe and supported environment.

Line Management

Riding School Manager.

Purpose of Role

To assist the Riding School Manager, Co-Ordinator and Officers in the day-to-day running of the Riding School and yard.

Key Responsibilities

- To work with the horses and ensure they are well cared for and all daily needs met, including exercising horses as required for their physical and mental well-being.
- To work with the Riding School staff and volunteers to complete daily yard tasks as required to ensure the smooth running of the yard. E.g. making feeds, clearing fields, tack cleaning.
- To ensure the yard and surrounding environment is clean and tidy at all times and meets Health and Safety requirements.
- To liaise with the Equine Support Co-ordinator, Support team and Day Service Customers as necessary.
- To ensure horses are ready and well presented on time for all lessons, either Riding School or Riding Therapy.
- To be able to deliver Riding School or Riding Therapy sessions.
- To undertake any training required by the Centre to fulfil job role.
- To check all equipment is well maintained and fit for purpose. This includes vehicles, tools and horse equipment.
- To report any issues/concerns to the Riding School Manager.
- To be flexible in approach to work to cover Bank Holidays and occasional weekend days.
- Any other duties reasonably required by the organisation.

Key Information

Hours: 22.5 per week
Shifts: Thursday 8am-4pm, Friday 11am-7pm, Saturday 8am-4pm. To include half hour unpaid break per day.
Salary: Band 1 or 2 dependant on age. Up to £12.17 per hour
Contract: Permanent, subject to 6-month probation
DBS: Subject to an enhanced DBS check

Contact Information

Telephone: 01903 245078
Email: Jackie.simpson-lee@ferringcountrycentre.org
Website: www.ferringcountrycentre.org

A Charity Supporting People with Learning Disabilities

Patron | Georgina, Duchess of Norfolk

Tel : 01903 245078 | Website www.ferringcountrycentre.org

Registered charity no. 297286 | Company limited by guarantee in England no. 02086358



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Person Specification

Qualifications	Essential	Desirable
Relevant qualification such as Level 2 in Equine Studies, BHS qualifications or industry experience.		Y
Good general level of education, including basic reading and writing skills	Y	
Commitment to undertake further training as required	Y	
Holds full driving licence		Y

Experience	Essential	Desirable
Experience of working with or handling horses	Y	
Experience within the equine industry in any field	Y	
Experience of working with people with Learning Disabilities		Y
Experience of working in a role that requires planning and organisation	Y	
Experience of working independently in a role	Y	
Confident to ride, school and jump horses		Y

Knowledge and Skills	Essential	Desirable
Interpersonal, written and verbal communication	Y	
Basic level IT skills (Microsoft Office)	Y	
Good time management	Y	
Ability to build effective working relationships	Y	

Personal Attributes	Essential	Desirable
Flexible, enthusiastic and committed	Y	
Self-motivated and resourceful	Y	
Respectful and understanding of diversity	Y	
Calm and resilient	Y	

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