Independent Alternative Provision Manager

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

Accountable to the Head of Support

Purpose of Role

Our Independent Alternative Provision uses equine-assisted learning and personalised support to help young people build confidence, develop skills and re-engage with education

The Independent Alternative Provision Manager will lead the development, coordination and delivery of Ferring Country Centre's Alternative Provision services, with a primary focus on the Riding School and the BHS Changing Lives Through Horses programme.

The post holder will work closely with the Riding School Manager, young people, families, schools, local authorities and partner agencies to deliver high-quality, outcome-focused educational and personal development opportunities. They will ensure the provision operates safely, effectively and in accordance with relevant legislation and quality standards.

The role combines operational delivery, administration, relationship management and business development. The post holder will contribute directly to programme delivery whilst overseeing referrals, student progress, reporting, partnership development and growth of the service.

Working as part of the wider leadership team, the Independent Alternative Provision Manager will promote innovation, co-production and continuous improvement to ensure services remain responsive to the needs of young people and commissioners.

Key Responsibilities

- Lead and develop Ferring Country Centre's Alternative Provision services.
- Coordinate and deliver the BHS Changing Lives Through Horses programme.
- Deliver direct learner sessions and model best practice.
- Manage referrals, assessments, learning plans and reviews.
- Build effective relationships with parents, carers, schools and referrers.
- Ensure safeguarding, welfare and compliance requirements are met.
- Coordinate support with staff and external professionals.
- Accurately monitor, evaluate and report on learner outcomes and impact.
- Identify opportunities to grow and diversify the provision.
- Support contract management, funding bids and income generation.
- Promote co-production with young people and families.
- Drive innovation in programme design and delivery.
- Ensure compliance with organisational policies and regulatory standards.
- Contribute to strategic planning and organisational development.
- Represent the organisation at meetings, forums and networking events.
- Undertake any other duties reasonably required by the organisation.

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Key Information

Hours:	37.5 hrs pw (Term time only)
Shifts:	Core days Mon – Fri, 0800 – 16.30 (potential for some negotiation)
Salary:	Band 5, from £32,500 PA pro-rata.
Contract:	Permanent contract, subject to 6-month probation
DBS:	Subject to an enhanced DBS check

Contact Information

☎	Telephone:	01903 245078
✉	Email:	Katie.simmons@ferringcountrycentre.org
	Website:	www.ferringcountrycentre.org

Person Specification

Qualifications	Essential	Desirable
Relevant qualification in education, youth work, social care, management or equivalent experience	Y	
Good general level of education including maths and English	Y	
BHS Changing Lives Through Horses training or willingness to undertake	Y	
Commitment to undertake further training as required	Y	
Holds full driving licence		Y

Experience	Essential	Desirable
Management experience	Y	
Experience working with young people with additional needs or those who experience challenges around school attendance	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	
Experience working within an equine environment	Y	

Knowledge and Skills	Essential	Desirable
High standard of interpersonal, written and verbal communication	Y	
Intermediate level IT skills (Microsoft Office)	Y	
Ability to produce professional reports for internal and external audiences	Y	
Ability to interpret data	Y	
Excellent time management, ability to problem solve and prioritise tasks	Y	
Ability to effectively lead and motivate a team	Y	
Ability to build effective working relationships	Y	

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