



Registered Charity No. 1116710

Exmoor Pony Centre
Ashwick
Dulverton
Somerset
TA22 9QE

Tel: 01398 323093
Email: info@exmoorponycentre.org.uk
Web: www.exmoorponycentre.org.uk

Working to promote and protect the Exmoor pony

PONY GROOM AND YARD ASSISTANT: VACANCY

Thank you for your interest in our vacancy at the Exmoor Pony Centre. You can find out more about the work of the charity and the visitor centre at www.exmoorponycentre.org.uk

We are particularly looking for applicants with a passion for equine related charity work and an enthusiasm for promoting positive equine handling.

Please return completed application forms accompanied by a covering letter and current CV. (Postal address or email as above)

The closing date for applications is Friday 19th February 2016 at 4pm.

Applicants shortlisted for interviews will be contacted by 4 pm on Monday 22nd February 2016, with interviews commencing as soon as possible.

If you are not contacted then unfortunately on this occasion your application has not been shortlisted.

POST APPLIED FOR:

APPLICATION FORM

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

Section 1 Personal details

Title:		Last Name:	
First Names:			

Address:	

Postcode:	
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Home Telephone Number:	
Mobile Telephone Number:	

E-mail address:	
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National Insurance Number:									
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Are you eligible to work in the UK?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Do you hold a full UK driving licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, Do you have any points or convictions etc?	
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Do you hold a towing licence for horsebox/trailer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please summarise your towing experience?	
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Section 2 Education & Qualifications

DATE From	DATE To	Name & Address of School, College, University or Training Establishment	Examinations taken & Qualifications Gained (Please include Equestrian Qualifications and specify Grades where appropriate)

Section 3 Employment Record

Please list chronologically, starting with current or last employer

Name and Address of Employer	Date From:	Date To:	Job Title/Job Function/ Responsibilities: (If you need extra space, please append on a separate sheet of paper)	Salary and Reason for Leaving

Section 4 Personal Attributes

Please outline what motivates you to want to work at the Exmoor Pony Centre.

Use this section to add any further information which directly relates to your suitability for this position, particularly your equine and yard experience including what qualities you would bring to the charity.

Section 5 References

Please give the names and addresses of your two most recent employers (if applicable) or, if you are unable to do this, please clearly outline who your referees are.
(NB: Your referees will only be contacted if a firm offer of employment is made, subject to satisfactory references.)

REFERENCE 1		REFERENCE 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position/ Job Title	<input type="text"/>	Position/ Job Title	<input type="text"/>
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Dates Employed:	From: <input type="text"/> To: <input type="text"/>	Dates Employed:	From: <input type="text"/> To: <input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Telephone No.	<input type="text"/>	Telephone No.	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Section 6 Declaration

I confirm that the information provided in this application and within my Curriculum Vitae is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signed:	<input type="text"/>	Date:	<input type="text"/>
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Please state where you saw this post advertised

<input type="text"/>

JOB SPECIFICATION: PONY and CENTRE ASSISTANT, THE EXMOOR PONY CENTRE

PURPOSE OF THE JOB:

- To undertake the daily welfare and care management of the onsite and offsite Exmoor ponies in the charity's care to include weekends.
- To assist in the management and smooth running of the Exmoor Pony Centre riding and stable activities and visitor management.
- To pursue the aims of promotion and conservation of Exmoor ponies and work to the benefit of the ponies and the Moorland Mousie Trust charity.

DUTIES & RESPONSIBILITIES:

- Stable yard duties to include mucking out, keeping stable yard and arena clean and presentable for visitors.
- Assisting with management of the overall welfare of all ponies belonging to the Moorland Mousie Trust charity whether on site at the Exmoor Pony Centre or not.
- Leading 3 hour riding sessions, to include a minimum 2 hour ride on Exmoor.
- Conducting Taster sessions in the arena to include grooming, tacking up, riding and educational information.
- Assisting with customer/visitor relations when necessary.
- Assisting with the handling of incoming semi-feral foals following the Exmoor round ups.
- Working with volunteers.
- Where necessary, assisting in the retail shop to include taking payments.
- Work in all weathers undertaking physically demanding tasks.
- Assisting with preparation and smooth running of holiday activities and special events.
- Understand and promote the charitable aims of The Moorland Mousie Trust.
- To carry out duties other than listed when needed.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

REPORTING TO:

- This position will report in the first instance to Linzi Green, General Manager.

WORKING HOURS:

- Number of hours/days can be negotiated but must include minimum of 35 weekends per annum

ESSENTIAL INFORMATION – ADDITIONAL CONDITION OF EMPLOYMENT:

To protect the welfare of the ponies an 11 stone/70kg weight restriction, that cannot be exceeded, is in place for employees required to ride.

Your employment may be terminated with notice, or payment in lieu of notice, if you are no longer able to ride or work with Exmoor ponies and no suitable alternative post is available.

If a candidate feels that they have all of the desired qualities for this role minus the ability to ride an Exmoor pony we would welcome an application provided there is clear detail of the candidate's abilities in other aspects of the role.

Accommodation may be available, further information on request.

SALARY:

- Negotiable dependent on terms of employment (minimum £14,000 per annum pro rata approx £7 per hour)
- Wages paid in 12 monthly instalments

ANNUAL LEAVE:

- 28 days per annum pro rota (Bank holidays are worked as normal working days)
- Dates for annual leave should be approved by the General Manager in advance
- Due to the nature of the employer's business, blocks of annual leave exceeding 2 days should be taken outside of peak school holiday periods wherever possible.

PROBATIONARY PERIOD:

- Employment in this position will be subject to a probationary period of 6 months during which time you will be required to demonstrate your suitability for the position in which you are employed.

CLOSING DATE FOR APPLICATIONS:

Friday 19th February 2016 at 4pm

CANDIDATE REQUIREMENTS:

REQUIREMENT	Essential/ Desirable	EVIDENCE
Knowledge:		
Knowledge of safe working practices	Essential	Application/Interview
Knowledge of equine behaviour & handling	Essential	Application/Interview
Knowledge of Exmoor and countryside	Desirable	Application/Interview
Skills and Abilities:		
Confident and competent practical skills	Essential	Application/Interview
Competent riding ability	Essential	Application/Practical
Customer care skills	Essential	Application/Interview
Communication skills – written and verbal	Essential	Application/Interview
Driving License	Essential	Application/Interview
Towing License/Experience of Towing	Desirable	Application/Interview
Experience:		
Experience of working within a busy tourism based destination	Desirable	Application/Interview
Experience of working with volunteers	Desirable	Application/Interview
Experience of working within a public-user environment	Desirable	Application/Interview
Experience of handling cash and operating cash register and card payment machine	Desirable	Application/Interview
Personal Qualities:		
Ability to work in all weathers in a physically demanding role	Essential	Application/Interview
Ability to work as part of a team	Essential	Application/Interview
Ability to work without supervision	Essential	Application/Interview
An interest in equine related and countryside (particularly Exmoor) issues	Essential	Application/Interview
Good communication and organisation skills	Essential	Application/Interview
High standard of personal presentation	Essential	Application/Interview