

## SEASONAL RIDING STAFF WANTED EXMOOR PONY CENTRE, TA22 9QE

- Leading treks and taster sessions at a busy Exmoor pony charity and visitor centre
  - Own transport essential
  - Exercising of Exmoor ponies (12-13hh)
    - General yard duties
  - Assisting with holiday activities and special events
- Welcoming customers/visitors and where necessary assisting in the retail shop
- Working alongside staff and volunteers to promote the rare-breed Exmoor pony
  - Days/Hours negotiable

*Due to size of Exmoor ponies- weight limit of 10.5 stone*

Please send a cover letter and CV to Exmoor pony Centre, Ashwick, Dulverton, Somerset TA22 9QE or email to [info@exmoorponycentre.org.uk](mailto:info@exmoorponycentre.org.uk) or call 01398323093(answer machine)

### **JOB DESCRIPTION**

JOB TITLE: Pony and Centre Assistant

PLACE OF WORK: The Exmoor Pony Centre and related sites

SALARY: To be agreed

HOURS OF WORK: Number of hours/days can be negotiated but must include some weekend working

REPORTS TO: General Manager

ESSENTIAL INFORMATION – ADDITIONAL CONDITION OF EMPLOYMENT:

To protect the welfare of the ponies a 10.5 stone/67kg weight restriction, that cannot be exceeded, is in place for employees required to ride.

MAIN PURPOSE OF THE JOB:

To assist in the management and smooth running of the Exmoor Pony Centre riding and stable activities and visitor management.

DUTIES & RESPONSIBILITIES:

- 1) Leading riding sessions on the moor of varied length, to include supervision of grooming and tacking up.
- 2) Conducting Taster and Novice Group sessions in the arena to include grooming, tacking up, riding and educational information.
- 3) Assisting in keeping the stable yard and arena clean and presentable for visitors.
- 4) 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.
- 5) Assisting with customer/visitor relations when necessary.
- 6) Where necessary, assisting in the retail shop to include taking payments.
- 7) Assisting with preparation and smooth running of holiday activities and special events.
- 8) Understand and promote the charitable aims of The Moorland Mousie Trust.
- 9) 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.*

## JOB SPECIFICATION

CANDIDATE REQUIREMENT	Essential/Desirable	EVIDENCE
<b>Knowledge:</b>		
• Knowledge of safe working practices	Essential	Application/Interview
• Knowledge of equine behaviour & handling	Essential	Application/Interview
• Knowledge of Exmoor and countryside	Desirable	Application/Interview
<b>Skills and Abilities:</b>		
• 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
<b>Experience:</b>		
• 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
<b>Personal Qualities:</b>		
• 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