

# ASSISTANT RIDING AND PONY CARE TEAM MEMBER

EXMOOR PONY CENTRE, TA22 9QE

- General yard duties
  - Exercising of Exmoor ponies (12-13hh)
  - Assisting with training and handling of ponies
- Seasonal trekking and customer based riding sessions
  - Own transport essential
- Working alongside staff and volunteers to promote the rare-breed Exmoor pony
  - Approximately 18 hours per week, mornings preferred

*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: ASSISTANT RIDING AND PONY CARE TEAM MEMBER

PLACE OF WORK: The Exmoor Pony Centre, satellite yard at Bratton Flemming and related sites

SALARY: To be agreed

HOURS OF WORK: Approximately 18 hrs per week over 4 days with some flexibility (minimum of two days per month 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 and Moorland Mousie Trust riding and stable activities.

DUTIES & RESPONSIBILITIES:

- 1) Manage the yard and stable areas, keeping them clean and presentable for visitors including awareness of bio-security measures and other appropriate policies.
- 2) 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.
- 3) Exercising our ridden team of ponies and those in training for ridden work.
- 4) Assisting with the training and handling of youngstock
- 5) Maintaining accurate health and welfare records of ponies
- 6) Leading riding sessions on the moor of varied length, to include supervision of grooming and tacking up.
- 7) Conducting Taster and Novice Group sessions in the arena to include grooming, tacking up, riding and educational information.
- 8) Assisting with customer/visitor relations when necessary.
- 9) Where necessary, assisting in the retail shop to include taking payments.
- 10) Working with and supervising volunteers
- 11) Working in a team to ensure preparation and smooth running of holiday activities and special events.

12) Understand and promote the charitable aims of The Moorland Mousie Trust.

13) 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