



# Riding Manager Recruitment Pack-July 2021

## About Vauxhall City Farm

Vauxhall City Farm is a registered charity governed by a board of Trustees and regulated by the Charity Commission for England and Wales.

We deliver our mission through a range of educational, horticultural and recreational workshops, volunteering, guided tours, riding lessons and visitor experiences of an urban farm.

### Our aims are to:

- Support children and disadvantaged people to boost their confidence and aspirations via the development of personal, social, life and practical skills
- Promote emotional, mental, social and physical health and well-being
- Develop environmental awareness and action
- Strengthen community cohesion
- Create enjoyment and recreational opportunities for those from our local and wider communities

Set in 1.5 acres Vauxhall City Farm is a 'piece of the countryside come to town' in the heart of Vauxhall, within earshot of Big Ben, and in the shadow of the London Eye. Just minutes away from the Thames and Westminster, the Farm offers all the sights and smells of the countryside, attracting over 50,000 visitors each year. Making it one of London's greatest hidden treasures.

Uniquely, Vauxhall City Farm is situated within London's Central Inclusion Zone, and very close to major rail and London Transport interchanges and tourist attractions. We attract visitors, and service users from all over London (and beyond); and our charitable objectives cover the 6 Boroughs of Lambeth, Westminster, Southwark, Hammersmith and Fulham, Kensington and Chelsea, and Wandsworth.

Free entry to the Farm brings these diverse communities together in surroundings where everyone is equal and welcomed, and enjoyment and learning are shared. It provides opportunities for (over 300) individuals to regularly Volunteer, and for Corporates to deliver clear and tangible benefits (on their doorstep) from Corporate Social Responsibility donations, "Corporate Challenges", "Payroll Giving" and "off-site" fundraising. All of which provide real and tangible benefits for a wide range of office workers and community recipients.

We have already taken significant steps to ensure that our facilities and programmes keep pace with these growing needs and demand. Stage 1 of our development plans has been completed. It equated to well over £1million in fund-raising, and has provided us with modern, and high-quality classroom/ meeting/events/cafe facilities, that are suited to a wide range of needs. But we recognise that demand and need will continue to rise significantly, and over the next 3 years, the Farm will put a similar level of effort into fund-raising, marketing, and delivery for Stage 2 of our planned development.

The Farm has an exceptional range of animals, horses, birds, pond life, ecological habitats, insects, herbs, dye and medicinal plants, vegetables, trees, and fruit bushes. It also has:

- an all-weather floodlit riding arena and paddocks and a strong track record of delivering both general riding and Riding for the Disabled lessons (the riding school was closed at the start of the COVID-19 lockdown and will remain closed whilst we undertake essential refurbishment of our paddocks).
- a visitor and family friendly café
- a Community garden recently developed and run by volunteers



- A range of different “outdoors” environments, animals, plants, and natural habitats that directly support the curriculum needs of over 80 inner-city schools (that cannot be accommodated on their cramped inner-city sites)
- high quality modern meeting/classroom/training/events facilities (that provide ideal facilities and a very different “inner-city environment”) for corporate team building events, training, birthday parties, wedding receptions, art/crafts and music activities, exhibitions, filming and TV.

## About Our Riding School

Our Riding School is the only RDA Centre in Lambeth and in the year prior to the COVID-19 pandemic (2019-2020) we delivered over 1,000 lessons for disabled young riders. We supported hundreds of children/young people each year aged 4-25 with a range of learning and physical disabilities, providing they could be lifted or sit independently in the saddle. Group riding lessons were also made available during this time for local riders as well as our popular weekend riding lessons.

The Farm formally opened the Riding Therapy Centre in March 2002, to integrate riding into the wider experience of the Farm and supported referrals from up to eight local SEND schools, alongside other schools and education bodies with SEND departments as well as self-referrals and private RDA lessons after 4pm on weekdays, for young people continuing to access the support outside/in addition to school referrals.

However, following the onset of the COVID-19 pandemic in March 2020 we closed our riding school and have used this period to undertake urgent repair to the arena and upgrading of the observation deck. We also retired most of our horses that were reaching the end of their time for riding and loaned one to the care of a stable. We also improved our stables and paddocks and plan to acquire 4 new horses in readiness for re-opening our Riding School in the autumn 2021.

We have undertaken extensive work on risk assessments relating to COVID-19 and introduced measures to keep staff, volunteers and visitors safe.

## About the role

This is an exciting opportunity to become involved with one of London’s hidden treasures. Covering over 1.5 acres of land, Vauxhall City Farm is home to over 100 animals and provides Londoners the opportunity to experience the sights, sounds and smells of the countryside without leaving the city. It also offers opportunities, education and training to the local community and beyond.

We refurbished our riding arena and observation deck recently and continue to undertake work on improving our stables and paddocks. At least 4 new horses will be acquired later in the year in readiness for the re-opening of our Riding School in the autumn 2021. The Riding Manager will play a pivotal role in shaping the future development and restart of the Riding School

# Job Description – Riding Manager

<b>Job Title</b>	Riding Manager
<b>Department</b>	Riding School
<b>Salary</b>	£25,000 – 30,000 full year equivalent
<b>Contract Type</b>	Permanent (subject to successful probationary period)
<b>Hours</b>	35 hours per week (excluding lunch breaks) with regular evening and weekends
<b>Responsible To</b>	Operations Manager
<b>Responsible For:</b>	Riding School sessional staff and volunteers, trainees

## Job Description

The postholder will be responsible for the development and day-to-day management of the Riding School including the development of our riding programme and the delivery of our riding lessons. The post holder will be responsible for the management of equestrian staff, and for the care and welfare of VCF Riding School horses.

## Main Responsibilities

1. To manage the smooth running of all operations within the riding school on a daily basis
2. To provide effective line management for all riding school staff and volunteers, facilitating regular supervision meetings, annual reviews and day to day management
3. To review all sessional staff time sheets, and submit to the Operations Manager on the 2<sup>nd</sup> of each month
4. To contribute to the financial management of the school by submitting monthly financial reports on income and expenditure to the Finance Manager
5. To facilitate regular meetings with the Riding Advisory Group (RAG) and reporting on developments, horse welfare, staffing, finances and all other necessary information as requested by the RAG Chair
6. To manage all horse riding lessons within the riding school
7. To ensure all insurance and licenses (RDA, BHS, ABRS) are kept up to date.

## Key Tasks

### 1. Health and Safety

- To be responsible for horse welfare being kept to the highest standard, ensuring all routine welfare visits are in place, such as vet, farrier, saddler and dentist
- To be responsible for the riding school remaining compliant with all DEFRA/Government, BHS, RDA and ABRS standards
- To oversee the daily health and safety checks and that records are kept up-to-date
- To ensure riding equipment and facilities are maintained to a high standard
- To ensure all riding staff are aware of health & safety policies and procedures
- To report any health & safety or safeguarding concerns to VCF's senior management team and maintain an accident log.

### 2. Administration

- To ensure all lessons are scheduled and co-ordinated effectively
- To ensure payment of lessons is received in advance of lessons taking place
- To ensure all necessary resources are in place, requesting purchase orders to purchase equipment etc in a timely manner
- To ensure all riders' records are kept up to date

- To collect and collate monitoring and evaluation data required for tracking participants' progress and reporting to funders
- To submit annual data to RDA
- To work with the fundraiser and other members of the VCF to provide information for grants and trust funding to support the riding school's work
- To perform any other tasks reasonably requested by the Operations Manager.

### 3. Outreach

- To co-ordinate outreach to schools and the local community, promoting the riding programmes
- To work with VCF's marketing team to promote the riding school's offer
- To attend local events to recruit new riders

### 4. Developments

- To produce and implement a plan to increase the riding school capacity
- To source and buy horses for the riding school
- To review and develop groups lessons
- To recruit suitable staff as required
- To design and deliver a therapeutic equine programme.

## Person Specification

### Experience

- Experience of managing a riding centre, preferably in an urban setting
- British Horse Society Level 3 or equine degree or equivalent (experience and personality will be given priority)
- RDA experience (desirable) or willingness to train/learn
- High levels of integrity.

### Skills and competencies

- Excellent communication skills with the ability to produce concise reports
- Able to support the team to provide excellent level of care to our horses
- Computer literacy (Excel, Word, Power Point, Gmail and the internet)
- Able to lead by example and co-ordinate a team
- Provide riding instructions to children and adults
- Meticulous attention to detail and planning skills
- Excellent interpersonal and customer service skills
- Equine First Aid
- Knowledge or skill in using social media (desirable)
- Demonstrable ability to plan and prioritise own workload with minimum supervision
- Ability to work well under pressure
- Ability to understand and assist with managing budgets
- Ability to plan ahead and work within agreed timeframes
- Ability and willingness to travel for work (for example purchasing horses, attending events)
- Willingness to work evenings and weekends as required
- Driver's Licence (preferable).



This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

## How to apply

To apply for the Riding School Manager position please submit:

- CV 2 – maximum 2 sides of A4
- A covering letter (no more than 2 pages, minimum font size 11) letting us know:
  - a) why you are interested in the role
  - b) and the skills and experience you will bring that align with the Job Description / Requirements.
- Email your CV & cover letter to: [recruitment@vauxhallcityfarm.org](mailto:recruitment@vauxhallcityfarm.org) with the subject heading: **Riding School Manager 2021**

**Closing Date: 5pm on Monday 30<sup>th</sup> August 2021.**

**Interviews:** Interviews will take place on a rolling basis with final interviews in the first week of September 2021

### Employment requirement

The post holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this. As the role requires close working with vulnerable people the post holder will be subject to an enhanced Disclosure and Barring Service clearance on appointment.

By applying for this vacancy, you consent to the safe storage and handling of any personal data you have provided us with. We will never share your data with a third-party without your consent. You can request the removal of your data at any time, by emailing [info@vauxhallcityfarm.org](mailto:info@vauxhallcityfarm.org).

July 2021



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