



Yard Supervisor Recruitment Pack

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

Vauxhall City Farm Riding School has been providing riding lessons to children and adults of all abilities since we opened in 1977. We have ten stables and a 20x40 riding arena in Vauxhall Pleasure Gardens, right in the heart of Central London. 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 re-open in the spring 2022.

About the role

This is an ideal 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 60 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.

Job Description – Yard Supervisor

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| Job Title | Yard Supervisor |
| Salary | £21,000 – 23,000 full year equivalent |
| Contract Type | Permanent (subject to successful probationary period) |
| Hours | 35 hours per week (excluding lunch breaks) with regular evening and weekends |



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| Responsible To | Riding Manager |
| Accountable For | Riding School sessional-workers and volunteers, trainees |
| Closing Date | TBC |

Job Description

The postholder will be responsible for the day-to-day running of the yard and teaching riding lessons. The postholder will be responsible for the care and welfare of VCF Riding School horses.

Key Responsibilities

- To supervise the day to day running of the riding school yard and ensure the welfare of the horses
- To work alongside riding school staff and volunteers, providing training and daily supervision
- To teach riding lessons to adults and children including school groups and RDA sessions
- To provide excellent customer service and be an ambassador for Vauxhall City Farm
- To liaise with Farm staff for the welfare of all animals, and to provide our service in a positive and professional working atmosphere across all departments
- To ensure the conditions of all accreditations and licenses (RDA, BHS) are met

Key Tasks

Yard and teaching

- To provide horse care of the highest standard, ensuring all yard tasks such as mucking out, feeding, exercise, are completed alongside daily horse health checks
- To teach lessons to riders of varying ability
- To ensure that the yard is run efficiently, horses are tacked up and ready for lessons, and the programme runs to time

Health and Safety

- To ensure riding equipment and facilities are maintained to a high standard and appropriate records kept
- To carry out staff and volunteer inductions and ensure all riding staff work safely and efficiently according to their training
- To ensure customers are supervised and assisted at all times
- To report all accidents and write up appropriate records
- To report any health & safety or safeguarding concerns to VCF's senior management team

Administration

- To ensure all lessons are scheduled and co-ordinated effectively
- To assist with planning rotas to ensure the yard is fully staffed
- To monitor resources such as feed and bedding, and report requirements in a timely manner
- To ensure all riders' records are kept up to date



- To perform any other tasks reasonably requested by the Riding Manager

Developments

- To school and exercise the riding school's horses
- To review and develop group lessons

Person Specification

- Experience of working in a riding school, preferably in an urban setting
- British Horse Society Coach in Complete Horsemanship or (significant teaching experience plus Level 2 Teach could be considered for the right candidate)
- RDA experience (desirable) or willingness to train/learn
- High levels of integrity
- Excellent communication skills and ability to develop a rapport with people
- Able to provide an excellent level of care to our horses
- Able to work shift pattern including evenings and weekends
- Computer literate
- Able to lead by example and co-ordinate a team
- Provide riding instructions to children and adults
- Meticulous attention to detail and planning skills
- Equine First Aid
- Demonstrable ability to plan and prioritise own workload with minimum supervision
- Ability to work well under pressure
- Ability to plan ahead and work within agreed timeframes
- Ability and willingness to travel for work (for example trying out horses, attending events)
- Driver's Licence (preferable)

Special Conditions

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.



Apply

To apply for the Yard Supervisor position please submit:

CV of 2 pages A4 max

Covering letter (no more than 2 pages A4, minimum font size 11) letting us know why you are interested in the role and the skills and experience you will bring that align with the Job Description / Requirements.

Apply now by emailing your CV and 1 page cover letter to recruitment@vauxhallcityfarm.org with the subject heading: Yard Manager 2021

Applications will close: 12pm, Friday 26th November 2021



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