



Riding Manager Recruitment Pack-June 2022

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, which 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 mental 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 we closed our riding school and used this period to undertake urgent repair to the arena and upgrading of the observation deck. A number of the previous riding school horses were retired during this period, with one being loaned to the care of another riding establishment. The existing stables and paddocks were improved, and we acquired two new horses. After a brief period of reopening in 2021, we have now restarted the process by recruiting a new Riding Manager.

About the role

This is an exciting opportunity to become involved with one of London’s hidden treasures. Most importantly, we are looking for someone who is passionate about working with people and horses and is enthusiastic about what we can offer in our urban riding school for local communities who often have least access to equine related programmes and activities.

A new Riding School team are in the process of being recruited and a new riding business plan has been created. This will offer the Riding Manager the opportunity to play a pivotal role in shaping the future development and restart of the Riding School. The role offers a great working environment and further training opportunities.

Vauxhall City Farm strives to be a diverse and inclusive workplace. We particularly encourage applications from people who identify as Black, Asian, or other minority backgrounds that are underrepresented on the farm.

Job Description – Riding Manager

Job Title	Riding Manager
Salary	Negotiable
Contract Type	Permanent (subject to successful probationary period)
Hours	35 hours per week (excluding lunch breaks) with regular evening and weekends
Responsible To	Operations Manager
Responsible For	Riding School sessional staff, volunteers, trainees

Job Description

The postholder will be responsible for the day-to-day management of the Riding School. This includes 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. You will be the go-to person for matters relating to our Riding School, ensuring the activities and programmes meet our strategic objectives and values.

Main Responsibilities

- To manage the smooth running of all operations within the riding school on a daily basis (including horse care, stable management, feeding, bedding etc.)
- To provide effective line management for all riding school staff and volunteers, facilitating regular supervision meetings, annual reviews, and day to day management.
- To review all sessional staff time sheets, and submit to the Operations Manager on the 2nd of each month
- To manage all horse riding lessons with the riding school
- To ensure all licenses are kept up to date
- Ensure that VCF is compliant with all relevant regulations, organisational policies and processes relating to the Riding School by working with the staff team to conduct risk assessments, review our procedures and fulfil our data protection and H&S responsibilities.

Main Tasks

Health and Safety

- To be responsible for horse welfare being kept to the highest standard, ensuring all routine medical visits are in place, such as Vet, Farrier, Saddler, and Dentist.
- To be responsible for the riding school remaining compliant with all DEFRA/Government, local BHS, and RDA 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. foundations.
- To ensure all riding staff are aware of H & S policies and procedures
- To report any serious health & safety or safeguarding concerns to VCF's senior management team.

Administration

- To ensure all lessons are scheduled and co-ordinated effectively
- To ensure payment of lessons are received in advance of lessons taking place
- 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 perform any other tasks reasonably requested by the Operations Manager

Outreach

- To co-ordinate outreach to schools and the local community, promoting riding programmes to secure riding lessons at the school
- To work with VCF's marketing and education teams to promote the riding school's offer

Developments

- To source and buy horses for the riding school in consultation with the VCF Licence Holder
- To review and develop groups lessons
- To assist with the recruitment of appropriate staff for RDA and BHS riding.
- To design and deliver an equine therapy programme

Person Specification

Experience

- At least 3 years' experience of managing a riding school/holding a management or leadership role, preferably in an urban setting.
- Relevant equine qualification **OR** relevant experience
- RDA experience/qualification (desirable) or willingness to train/learn

Skills and competencies

- Able to provide high standards of stable management
- Provide riding instructions to children and adults
- Able to ride
- Equine First Aid
- Able to lead and support the team to provide excellent level of care to our horses
- Ability to produce concise reports
- High standard of computer literacy (Excel, Word, Power Point, Gmail, and the internet)
- Meticulous attention to detail and planning skills
- Demonstrable ability to plan and prioritise own workload with minimum supervision
- Ability and willingness to travel for work
- Willingness to work evenings and weekends as required
- Driver's Licence (preferable).

Qualities

- Enthusiastic and passionate about working with horses and people
- High levels of integrity and common sense
- Excellent interpersonal, communication and customer service skills

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, qualities and experience you will bring that align with the Job Description / Requirements.
- Email your CV & cover letter to: recruitment@vauxhallcityfarm.org with the subject heading: **Riding School Manager 2022**

Closing Date: 5pm on Friday 15th July 2022.

Interviews: Interviews will take place on a rolling basis as and when we receive applications.

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.

June 2022