



# Groom 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.

## Job Description – Groom

<b>Job Title</b>	Groom
<b>Salary</b>	Circa £20,000 per annum
<b>Hours</b>	40 hours per week (excluding lunch breaks) with regular evening and weekends.
<b>Responsible To</b>	Riding Manager

### Job Description

The postholder will be responsible for the care and welfare of VCF Riding School horses, performing all general yard duties and giving great customer service.

### Duties

#### Main Responsibilities

- To carry out all general yard duties such as mucking out, feeding, grooming, tacking up, etc
- To ensure the welfare of the horses and report any issues to the line manager
- To tack up horses for riding lessons



- To assist customers, including school groups and RDA sessions, before and after their lessons, and assist coaches in the arena as required
- To provide excellent customer service and be an ambassador for Vauxhall City Farm
- To liaise with Farm staff for the welfare of all the animals at Vauxhall City Farm, and to provide our service in a positive and professional working atmosphere across all departments

## Key Tasks

### 1. Yard work

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

### 2. Health and safety

- To ensure riding equipment and facilities are cared for and any faults reported
- To work safely and efficiently according to your training
- To ensure customers are assisted at all times
- To report all accidents and complete check sheets
- To report any health & safety or safeguarding concerns to VCF's senior management team

### 3. Other tasks

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

## Experience

### Essential

- Experience of working or volunteering with horses in a riding school setting, or British Horse Society Stage 1 Care

### Desirable

- Experience assisting children and adults with disabilities in a riding school

## Skills and Competencies

- Fit and able to carry out strenuous tasks including lifting and sweeping
- Able to work outdoors in all weathers
- Reliable and committed
- Excellent communication skills and ability to develop a rapport with people
- Able to work well in a team
- Able to provide an excellent level of care to our horses
- Able to work shift pattern including evenings and weekends
- Ability to plan ahead and work to deadlines

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 Groom 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.
- Email CV & cover letter to: [recruitment@vauxhallcityfarm.org](mailto:recruitment@vauxhallcityfarm.org) with the subject heading: Groom Vacancy

## 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).

March 2023



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Registered Charity  
No. 281512

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