



EQUINE LEARNING  
COMMUNITY INTEREST COMPANY

## Job Description

Part-time Coach / Instructor – Equine Learning CIC

JOB TITLE: Part-time Coach / Instructor

REPORTING TO: Nicola Hepburn - Director

JOB PURPOSE: To coach riding lessons, groundwork sessions, take out trail rides, run Pony Club activities and camps and assist with the training and care of the horses. Other duties include assisting with the day to day operations of the equestrian centre, and assisting with therapeutic activities

HOURS: Will vary to suit the needs of the business, daytime, evening and weekend work required. We will consider more than one coach on a job share basis.

PAY: This position starts at £18,000 to £25,000 per annum PRO RATA.  
The job and salary have the potential to develop to meet the needs of our growing business.

### KEY RESPONSIBILITIES:

- To coach riding and horsemanship sessions for clients in a horse focused way, including mainstream and therapeutic participants. Creating lesson plans and activities.
- To take the lead with running the Pony Club and associated activities, planning and managing Pony Club sessions, managing badge and rider achievements and planning camp activities.
- To assist with exercising and training the horses.
- To assist with and supervise daily activities and general yard duties caring for horses belonging to Equine Learning where required.
- To assist with daily admin, taking bookings and answering the yard phone if required.
- To provide a safe and secure environment, treating each participant and horse / pony with equal concern
- To work with a commitment to uphold our safeguarding procedures and employee code of conduct
- To assist with therapeutic horsemanship sessions and programmes when required.
- To work on own initiative and as part of a team with a flexible and creative approach
- To be available to take part in fund-raising activities and attend monthly staff meetings as required
- To assist with Horse Boy camps if required
- Agree and adhere to all the organisation's adopted policies, principles and aims
- To work in line with the BEF Coach Code of Conduct
- To supervise and work alongside project volunteers where appropriate

This list of responsibilities is not exhaustive, and the employee may be required to perform duties outside of this as operationally required and at the discretion of their Line Manager.



## Person Specification

### ESSENTIAL ATTRIBUTES:

- Equestrian Coaching qualification at BHS stage 3 level, UKCC level 2 or appropriate degree
- A horse-centered approach to coaching focusing on teaching the foundations of horsemanship
- The ability to coach progressive riding at a gentle and correct pace for each participant
- Experience of riding, training and working with horses including sole charge
- Genuine desire to work in a community equestrian centre, and assist the business to develop
- Understanding of the need to teach responsible and kind horsemanship at grass roots level
- Energy and enthusiasm
- Patience
- Perceptive and responsive nature
- Ability to work on own initiative and as part of a team
- Excellent communication and organisation skills
- Genuine interest in Therapeutic Horsemanship
- Effective and considerate equestrian handling skills
- **This position requires an enhanced DBS check**

### DESIRABLE ATTRIBUTES:

- Experience of working in an equestrian centre
- Experience of working with disabled and/or disadvantaged people
- Experience of training horses
- Horse centered / classical approach to training / coaching

### FURTHER INFORMATION:

- Working at Equine Learning involves being available to work shifts to meet the needs of the business. Working days are Monday to Sunday between the times 8am to 7pm and the successful applicant will be expected to be available to work shifts during these days and hours as operationally required, in addition to Bank Holidays as required.
- The successful applicant may be required to work during Easter, Christmas and New Year as the horses still need care during these times.
- Monthly staff meetings may take place out of normal operating hours.

To apply please visit <http://www.equinelearning.org.uk/application-form.html> and fill in the online application form

OF APPLICATIONS: Please note that Equine Learning CIC is unable to reimburse interview expenses. We are committed to equality of opportunity and encourage applications from minority ethnic and disabled groups.