**Equitation and Training Services Manager Job Description**

**Responsible To:** FYHP Board or FYHP Project Manager

**Function of the Job:** To be responsible for the overall supervision of the Equitation and Training in Fettercairn Youth Horse Project including the Community Service Programme (CSP) Traveller Equine Initiative: staff supervision, training and education and programme development.

**Educational & Training Activities**

* To maintain and promote the centre as a model innovative education facility and community resource
* To promote, design and deliver horse riding and stable management training programmes, having due regard to the social objectives of the Project including the Community Service Programme (CSP) Traveller Equine Initiative
* To ensure that all educational and training activities are carried out in a way that ensures the welfare of the horses and the safety of the riders (Health and Safety Policies and Procedures)

# Staffing and Supervision

* To effectively manage, supervise and support the Yard Supervisor, Stable Hand/Trainee Instructor and Stable Hand.
* To monitor the performance and attendance Yard staff, working pupils and external groups, providing feedback to them and to external bodies as required

# Financial Responsibilities

•   To liaise with the Board or Project Manager regarding costing of programmes

•  To liaise with the Board or Project Manager if any equipment or tack is needed or in need of repair

•  To work with the subcommittees to provide relevant costing for funding opportunities /applications

•  To co-operate and help develop the centre’s earned income strategy in order to maximise income generation opportunities

# Resourcing the Board and Sub-committees

* To organise and attend the part of the monthly board meeting to deliver the Supervisors Support
* To attend Training and Education and Staffing Monthly Sub Group Meeting.
* To represent the centre locally and nationally in partnership with the Board.

**Miscellaneous:** To undertake any other tasks as may be designated by the Board from time to time