



## **JOB DESCRIPTION for GROOM**

### **RESPONSIBLE TO**

Centre Manager, via Assistant Centre Manager or Supervisor

### **AIM OF THE JOB**

To ensure that the stables, yard and paddocks are maintained to the required standards and assisting the rehabilitation team with the equines currently in our care undergoing rehabilitation.

### **MAIN DUTIES AND RESPONSIBILITIES**

- As part of a hard-working team ensure that the general yard duties are carried out to a high standard using time efficient methods
- As part of a fast-paced team assist the rehabilitation team with all aspects of the general care and treatment of resident equines
- Assist with the maintenance of equine and general administrative records as directed
- To deal with members of the public in a professional, polite and friendly manner, and to direct any questions to the Supervisor, Assistant Centre Manager or Centre Manager as appropriate
- To assist with off-site duties, including the collection and delivery of equines
- As required assist with welfare pick-ups in sometimes highly stressful and tense conditions
- To assist visiting specialists including vet, farrier, physiotherapist and members of other organisations in a professional manner as required
- To assist with a range of events both on and off site
- To comply with the policies of World Horse Welfare to ensure a safe and healthy working environment

### **OTHER DUTIES AND RESPONSIBILITIES**

To undertake other job-related tasks as directed by the Centre Manager, Assistant Centre Manager or Supervisor

### **HEALTH & SAFETY**

- To comply with the policies of World Horse Welfare to ensure that risks within the working environment are reduced as low as reasonably practicable
- To raise any health and safety concerns with your Line Manager or the Health & Safety Officer based at Head Office

## PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>BHS stage 2 or equivalent</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Working with or around a range of equines including young stock and problem horses</li> <li>Working on a large fast paced yard to high standard</li> </ul>	<ul style="list-style-type: none"> <li>Rehabilitation experience</li> <li>Transportation of horses</li> </ul>
<b>KNOWLEDGE/SKILLS</b>	<ul style="list-style-type: none"> <li>Sound equine knowledge</li> <li>Ability to work on own initiative</li> <li>Ability to work in a busy team</li> <li>Sound organisational skills</li> <li>Working knowledge of IT skills</li> </ul>	<ul style="list-style-type: none"> <li>Ability to drive/tow horsebox</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Hard working</li> <li>Team player</li> <li>Enthusiastic</li> <li>Good communicator</li> <li>Confident</li> <li>Good time keeping</li> <li>Conscientious</li> <li>Flexible</li> </ul>	<ul style="list-style-type: none"> <li>Ability to live onsite in shared staff accommodation</li> </ul>
<b>MOTIVATION</b>	<ul style="list-style-type: none"> <li>Desire to develop a career within the equine industry</li> <li>Commitment to the horse industry and a strong interest in equine welfare and in particular rehabilitation</li> </ul>	