

## JOB DESCRIPTION

<b>REF NO:</b>	WCM772/JGRE/CR		
<b>JOB TITLE:</b>	Rider/ Groom / Personal Assistant	<b>SALARY:</b>	£20,000 - £26,000 per annum, dependent on experience
<b>LOCATION:</b>	Client's home and community in the Beaminster, Dorset area	<b>DATE:</b>	Nov 2018
<b>HOURS PER WEEK:</b>	5 days per week including weekends. (minimum of 42.5 hrs per week) Some flexibility required regarding exact times due to the nature of the equestrian component of the role.		
<b>RESPONSIBLE TO:</b>	Case Manager		
<b>REPORTING TO:</b>	Case Manager		
<b>LIAISING WITH:</b>	Other support team members Other professionals MDT Client's family		
<b>CLOSING DATE:</b>	17 December 2018 – interviews anticipated to place during the first week of January 2019.		
<b>JOB PURPOSE:</b>			
<p><b>Background</b></p> <p>Our client was a semi-professional eventer until she sustained a spinal cord injury 3 years ago and now wishes to pursue a career in para dressage. The role is of a dual nature, predominantly equestrian, but there will be a small element of support work.</p> <p>The role will require some occasional overnight stays away (this could include internationally) from the home base due to equine related training and competitions as well as other activities the client is involved with.. These extra hours will be expected to be covered by the annual salary.</p> <p>The client requires first and foremost, a competent rider - a practical and proactive person to support her with rehabilitation, leisure and domestic activities.</p> <p><b>Purpose</b></p> <p>To work as part of a team providing support for the client. To facilitate the client's independence by adopting the appropriate approach as advised by the case manager.</p> <p>You will act with the case manager in order to:</p> <ul style="list-style-type: none"> <li>• Support the client.</li> <li>• Ensure consistency and high standards of support.</li> <li>• Ensure the client's safety at all times.</li> </ul>			

## GENERAL PHILOSOPHY

- The client should be treated and be spoken to in a respectful way.
- You will ensure that your knowledge is updated and that any training needs are discussed with the case manager.

## MAIN RESPONSIBILITIES / KEY DUTIES

- All stable, yard and field duties which are required for horses.
- Exercising, schooling, training and competing horses.
- Assisting client when riding.
- Assisting client at training and competitions as well all extra-curricular activities.
- Maintain all equine records and organising health requirements.
- Looking after and cleaning equipment.
- Maintain arenas and paddocks.
- Basic equine first aid.
- Preparing horses and equipment for training and events.
- Clipping, trimming up, plaiting etc.
- Sole charge.
- Driving quad bikes/Mule.
- Keeping a record of the hours worked.
- Attending team meetings on a weekly basis.
- Communicating with the client and other staff and ensuring any issues are raised promptly.
- Ensuring that the care and welfare of the horses is prioritised at all times.
- Supporting the client's regular participation in leisure and exercise activities.
- To support the client in completing administrative tasks and liaising with relevant agencies, as required.
- To liaise with Case Manager and other support workers/grooms/personal assistants working with the client.
- To liaise regularly with the family, MDT and other health and social care providers, as advised.
- To work as part of a wider team and communicate appropriately with fellow team members.

- Communicate openly and effectively and in a timely fashion.
- To follow the service user plan as documented for the client.
- To be aware of the client's mobility problems and endeavour to cater for these at all times.
- To respect confidentiality at all times.
- Within reason, to adapt support according to changing needs, as directed.
- To be trained in all relevant skills to undertake role, as identified by the case manager in liaison with other professionals involved in delivery of support for client.
- To adhere to guidelines when taking the client out in a vehicle.
- To be answerable to the client in the first instance and clinically supervised by the case manager.
- To maintain professional boundaries with the client and their family members, adhering to direction from the case manager as appropriate.
- To undertake other duties as may from time to time be assigned to you by the case manager.

## **GENERAL DUTIES**

- To be aware of the problems that the client may have due to their spinal injury.
- Attend all relevant training days and sessions when the opportunity arises.
- Attend staff meetings as requested.
- To complete relevant documentation as instructed.
- To use information technology such as email, intranet, electronic records etc.
- Assist client to carry out domestic home related chores as appropriate.
- Keep your own record of hours worked on the time sheet.
- Provide feedback to the case manager on progress/problems via electronic record keeping.
- To maintain professional boundaries with the client and their family members, adhering to direction from the case manager as appropriate.
- To be aware of the house rules, policies and procedures.
- To organise and manage own time according to delegated workload.
- To liaise with the WCM office and respond to requests in a timely manner.

## QUALIFICATIONS / EXPERIENCE REQUIRED

### **Experience required:**

- Medium level British Dressage or equivalent British Eventing Novice.
- Working on a professional equine yard.
- Competition riding.

A patient, reliable and trustworthy person is needed who can work as part of a wider team. You must be self-motivated, enthusiastic, organised, able to problem solve and have excellent communication skills.

Flexibility to adapt to evolving circumstances and respond positively to change, participating in its implementation is essential.

Full training, supervision and support will be provided as required.

Applicants must have a full driving licence **and** access to their own vehicle.

## PERSON SPECIFICATION – Qualifications, Experience, Knowledge & Skills

### **Knowledge / Skills / Abilities (essential):**

- Competent dressage rider.
- Medium level British Dressage or equivalent British Eventing Novice.
- Member of BD/BE.

### **Knowledge / Skills / Abilities (desirable):**

- Trailer licence.
- HGV licence.
- Equine First Aid.
  - Recent training in:
    - Equality and diversity
    - Health and safety at work
    - Control of substances hazardous to health
    - Fire safety awareness
    - Infection control
    - Food hygiene
    - Manual handling
    - First aid / basic life support including CPR
    - Conflict management
    - Lone working

You will be expected to use information technology such as email, intranet, electronic records etc. Training and support will be provided as necessary and you are expected to maintain your IT skills in order for you to carry out your duties.

**Personal requirements (essential):**

- Ability to learn and interested in learning new skills.
- Flexibility.
- Reliability.
- Able to use own initiative.
- Confidentiality – discreet.
- Excellent communication skills – both oral and written.
- Ability to build up rapport with client, family and others.
- Ability to work as part of a team and within boundaries.
- Be able to follow verbal and written instructions.
- Ability to maintain accurate and confidential records.
- To be able to maintain a consistent approach.
- Able to take and give constructive criticism.
- Consideration of others and of the family.
- Non-judgmental.
- Self-motivated.
- Organised.
- Able to problem solve.
- Flexibility to adapt to evolving circumstances.

**Personal requirements (desirable):**

- Keen interest in equestrian/outdoor pursuits.

**Other requirements (essential):**

- Full driving licence **and** own car.
- This position requires a fully enhanced disclosure request from the DBS.
- Up to date passport.