



# THE DONKEY SANCTUARY

WORKING WORLDWIDE

## EQUINE COACH

### THE DONKEY ASSISTED THERAPY CENTRE, MANCHESTER

The Donkey Sanctuary

Sidmouth

Devon

EX10 0NU

England

00 44 (0) 1395 578222



PRINCESS ROYAL  
TRAINING AWARD  
2018



## Employment Package

### **Contract**

This is a part-time, permanent contract, working 22.5 hours per week. The working pattern will be agreed between the line manager and the post holder, but flexibility will be required for weekend, evening and Bank Holiday working as required.

This is a multi-site, 7-day operation and therefore there may be some requirement to work flexibly to meet the needs of the Charity.

### **Salary**

The starting salary for this role is £21,724 per annum, pro rata for part-time working.

### **Holiday**

31 days holiday per year, inclusive of the 8 statutory public holidays, pro rata for part-time working. This increases by one day each year until a maximum of 34 days (pro rata for part time employees) is reached.

### **Probationary Period and Review**

Your probationary period will be 3 months. During this period, should either you or the Charity wish to terminate your employment, your notice period shall be 1 week. After 3 months of employment the notice period is 1 month.

### **Performance Reviews**

Employees have the opportunity of a probationary review meeting with their Manager at the end of their probationary period.

### **Pension Scheme**

The Charity values its employees and believes that pension contributions are an important part of the benefit package offered. The Donkey Sanctuary exceeds the government recommended rate amounts as shown in the table below:

<b>Band</b>	<b>Employer Contribution</b>	<b>Employee Contribution</b>
1 - 9	5.5% of annual salary	2.5% minimum
10 - 17	7.5% of annual salary	3.5% minimum
Executives	10.5% of annual salary	4.5% minimum

The scheme is administered following government set auto enrolment rules. New members of staff will receive an information sheet from Human Resources as part of their starter pack which explains the scheme and the postponement rules. A mandatory postponement letter will be generated by payroll and distributed with your first month's payslip, this will also provide details on eligibility and early opt-in instructions. After three months of employment you will be assessed, following current government auto enrolment criteria, and, if eligible, will be auto-enrolled into The Donkey Sanctuary Group Personal pension scheme.

**Closing Date for applications: 12.30pm on Wednesday 13<sup>th</sup> February 2019**

## Job Description

### **EQUINE COACH**

#### **Band 5**

**Responsible to: Equine Co-Ordinator**

**Directly responsible for: N/A**

#### **Our Vision and Mission**

The Donkey Sanctuary is working for a world where donkeys and mules live free from suffering, and their contribution to humanity is fully valued. We will achieve this by transforming the quality of life for donkeys, mules and people worldwide through greater understanding, collaboration and support, and by promoting lasting, mutually life-enhancing relationships.

#### **Overall Purpose**

You will deliver high quality Donkey Facilitated Learning Activities (DFL) and equine care at our centres working in collaboration with other departments to ensure best practice. Develop and coach staff and volunteers to support the delivery of activities in the centre including high quality donkey care and welfare.

#### **Main Duties and Responsibilities**

- Assist the development of staff and volunteers to ensure they are well trained with up to date knowledge, and managed effectively;
- To manage the care and welfare of the donkeys in line with The Donkey Sanctuary policy and practice;
- Collaborate with the Equine Co-Ordinator in order to motivate and provide leadership and day to day supervision to the team, ensuring effective ways of working; encourage good communication, collaborative working and sharing of good practice across all teams;
- To plan, prepare and deliver DFL sessions for individuals and groups of vulnerable children and adults at the centre or suitable establishment, maintaining records and evaluating the impact;
- To record levels of engagement between service user and donkey and donkey qualitative behaviour assessment levels for reporting purposes;
- To ensure the safeguarding of vulnerable children and adults in line with The Donkey-Assisted Therapy Safeguarding Policy;
- Responsible for the promotion of donkeys' physical and emotional well-being, overall care and welfare ensuring that high standards are maintained. Keep accurate records of donkey health using the Animal Management System;
- Responsible for overseeing all aspects of donkey care/husbandry and supervising team carrying out day to day tasks;
- Work alongside internal & external equine professionals such as the vet and farrier when required;
- To ensure the highest standards of cleanliness are maintained in the stable yard, arena and paddocks;
- Identify donkey training needs and carry out appropriate training of donkeys, supervise and coach the team with ongoing training of the donkeys;
- To complete and maintain risk assessments in respect to donkey care and the provision of DFL sessions on and off site and ensure safe working practices are adhered to at all times;
- Responsible for providing effective regular reports to the Equine Co-Ordinator or Centre Manager; to include information necessary for strategic reporting and to identify trends and themes relevant to your area of work;
- Be friendly, courteous, informative and welcoming to Educational and Health Professionals, parents and all visitors at the centre and whilst out visiting schools and similar establishments;
- To maintain, audit and order donkey equipment including forage and bedding;
- Be responsible for the loading, unloading and safe transportation of donkeys, considering health and safety and donkey welfare at all times;

- Assist with promotional events encompassing fairs, shows, outreach visits, talks and other visits;
- Providing office cover dealing with phone calls, emails and handling money;
- The ability to offer suggestions for improvements to working practices;
- To carry out any other reasonable duty as may be required.

### **Responsibilities of all Donkey Sanctuary Employees**

- Act as an effective Ambassador for the Charity, demonstrating behaviour which supports the Charity's strategy and values and work in a way which promotes the standards described in the Competency & Standards Framework;
- To work within the Charities' guidelines with regard to conduct, recognising its policies with regard to equality, and showing respect and co-operation towards fellow colleagues;
- Under Health & Safety legislation, all staff must work in the safest possible way in order to ensure their Health & Safety and that of all others who may be affected by their actions;
- Demonstrate a commitment to continuing personal development;
- To co-operate with management and colleagues to promote good communications through sharing appropriate information and building positive working relationships.
- Contribute to making The Donkey Sanctuary a safer environment for vulnerable people (children & adults).

### **Hours**

22.5 hours per week. This is a multi-site 7-day operation and there may be some requirement to work flexibly to meet the needs of the charity.

### **Location**

Based at The Donkey-Assisted Therapy Centre, Manchester. There may be occasions when the post holder may be requested to work at another location considered reasonable by the Charity.

## Person Specification

### Essential

- Able to demonstrate previous practical experience of working with equines, preferably donkeys;
- Able to demonstrate high standards of equine care;
- To have an understanding of vulnerable children and adults;
- Ability to supervise staff and work as a team;
- EAL/DFL or BHS stage 2 qualification or equivalent (such as The Donkey Sanctuary Higher Diploma);
- Able to demonstrate excellent communication skills;
- Ability to accurately record data;
- Able to demonstrate competent IT skills;
- A full and valid driving licence with experience of transporting livestock.

### Desirable

- Experience of working with vulnerable children and adults;
- Experience of working with volunteers.

### Personal Attributes

- Excellent interpersonal skills along with the ability to develop strong working relationships;
- Ability to work as part of a team;
- Self-motivated with a flexible working attitude
- Maintains performance, professionalism and composure when under pressure;
- Able to demonstrate tact and diplomacy when dealing with sensitive and confidential matters;
- Ability to present a positive professional image of The Donkey Sanctuary at all times.