



**Warminster Saddle Club**  
**Oxendene, WARMINSTER, Wiltshire, BA12 0DZ**  
Telephone: 01985 213925  
Email: [info@warminstersaddleclub.co.uk](mailto:info@warminstersaddleclub.co.uk)  
[www.warminstersaddleclub.co.uk](http://www.warminstersaddleclub.co.uk)  
BHS Approved

## **JOB SPECIFICATION: YARD MANAGER**

1. **General.** This is the job specification for the Club's Yard Manager. It articulates what the Yard Manager is expected to deliver in pursuance of the Club's charitable objects.

2. **The Club's objects.** The Warminster Saddle Club (WSC) is the equine sporting centre within Warminster Garrison. The Club operates as an Association Charitable Incorporated Organisation (CIO)<sup>1</sup>. The overarching object of the Club is to promote the efficiency of the armed forces of the Crown and MOD civil servants, in particular but not exclusively, members of Warminster Garrison. Supporting objects are:

- a. To increase physical and mental fitness of members of the services and their dependants through the provision of equestrian facilities, equipment and sporting competitions.
- b. To promote *esprit de corps* between members of the services and foster a close relationship between serving and former serving members of the armed forces, MOD civil servants and the local community.
- c. For the public benefit, subject to being members of the Club, community participation in amateur sport and recreation for all members of the community including children and young people, the elderly and the disabled.

3. **Overall role.** The Yard Manager is a member of staff who is also a member of the Management Committee. The Yard Manager plans, co-ordinates and delivers the routine operation of the Club. As a member of staff of a military club, the Yard Manager is expected to abide by the Values and Standards of the British Army.<sup>2</sup> The role is salaried on the basis of five working days per week.

4. **The person.** The Yard Manager must hold BHS Stage 4 and be competent in the management of horses, staff, grassland and other resources relevant to the effective running of the Club. It is essential the Yard Manager is genuinely invested in the interests of the Club.

5. **Management Committee responsibilities.** The responsibilities common to all Management Committee roles are as follows:

- a. **Vision and leadership:**
  - Be committed to the vision, charitable objects and values of the Club.

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<sup>1</sup> The Club operates under the auspices of the Charitable Incorporated Organisations (General) Regulations 2012 and overseen by the Charity Commission. The Club is governed by a constitution, which is available in the Club's office and on the Club's website: [www.warminstersaddleclub.co.uk](http://www.warminstersaddleclub.co.uk)

<sup>2</sup> Values: courage (moral and physical), discipline, respect for others, integrity, loyalty, selfless commitment. Standards: lawful, appropriate, professional. Both are explained in more detail at [A Soldier's Values and Standards | The British Army \(mod.uk\)](http://A Soldier's Values and Standards | The British Army (mod.uk)).

- Provide strategic direction, including agreeing and monitoring strategic plans.
- Keep informed of the activities of the Club and the wider issues affecting its work.
- Ensure the Club's work is monitored and evaluated.

b. **Accountability and legal responsibilities:**

- Ensure the Club complies with its constitution.
- Ensure the Club adheres to the law, including that applicable to charities.
- Ensure the Club makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- Ensure risks to the Club, staff, members, volunteers and visitors are at an acceptable level and are effectively managed.
- Be accountable to the Club's membership, funders and other stakeholders.

c. **Financial and staff management:**

- Understand the financial position of the Club.
- Ensure the Club's finances are properly managed.
- Ensure the Club operates within its agreed accounting policies.
- To ensure adequate financial resources for the Club.
- Contribute to fundraising strategies.
- Ensure the Club is properly insured against all reasonable liabilities.
- Ensure the Club is a responsible employer and adheres to legislation.
- Effectively support and manage the staff.

d. **Qualities and skills of Management Committee members:**

- Good leadership skills.
- Understanding of and commitment to the Club's objects and values.
- Good communication and interpersonal skills.
- Impartiality and fairness.
- Ability to respect confidences.
- Good time-keeping.

6. **Specific to role responsibilities.** The Yard Manager's responsibilities include, but are not limited to, the following:

a. **General.** Assist with all aspects of the Club on behalf of the Chair and the Management Committee. In addition, be prepared to assist the Chair with any other reasonable requirement.

b. **Relationships.** Be an effective ambassador for the Club by maintaining good relations with all Club members (riding school and livery), staff, Warminster Garrison staff, contractors and visitors.

c. **Management:**

- Ensure the Club operates and complies with Wiltshire Council Licence and British Horse Society (BHS) standards and retains its BHS Approval status.
- Ensure the Club's rules are adhered to by anyone involved with the Club.
- Ensure all livery agreements are adhered to and updated annually.
- Manage the Club's five year business plan, as devised by the Management Committee. Support the Grants Member in applying for and managing grants through the military and local community systems.
- Maintain the buildings and fields in conjunction with the Stables Officer and the landlord (Defence Infrastructure Organisation).
- Ensure all faults are reported to the correct authority, and a fault book kept, to record what the fault is, when it was reported and to who, and signed off when completed or actions recorded.
- Ensure all Club vehicles are maintained and serviceable. Insurance is up to date and relevant for its use.
- Ensure all users of Club vehicles receive instruction on their use and are covered by the insurance.
- Make sure all keys are kept in a safe place when not in use, a spare set to be held by the manager.

d. **Financial Management:**

- Holds delegated financial authority.
- Assist the Club's Treasurer and Office Manager to prepare the monthly accounts in order to present them at the monthly Management Committee meetings.
- Maximise financial efficiencies through the exploiting opportunities.
- Oversee the monthly stock checks and accounting systems.

e. **Personnel Management:**

- Hire yard staff and, in conjunction with the Head Groom, formulate and facilitate personal development training, experience and qualifications for all staff.
- Ensure all staff have a personal development plan identified and documented for development training, gaining experience in areas lacking confidence and encourage attainment of further qualifications to complement the running of Club.
- Employment of instructors.
- Maintain good employer/employee relations, including maintaining complaints and disciplinary procedures.

f. **Horse Management:**

- Lead for the welfare of the Horses and Ponies owned by and under the care of the Club. This includes liaising with the vet, farrier and feed merchant in conjunction with the Head Groom.
- Ensure the Club is correctly stocked with suitable animals to run the variety of activities taking place. This includes the purchasing of new stock when required and also for the re-homing/disposal of stock no longer needed.

- Monitor the hours of the horses/ponies in conjunction with the Chief Instructor and Head Groom to ensure no animal does more than three hours work per day and no more than two hours consecutively.
- In conjunction with the Liveries Member, ensure the liveries are appropriately accommodated and resourced and liveries are kept informed of Club activities and developments.

g. **Health and Safety:**

- In liaison with the Warminster Garrison Health and Safety Officer and in conjunction with the Club's Chair, ensure the Club's Health and Safety Policy complies with the Garrison policy and it is correctly implemented at WSC.
- Ensure all new staff are correctly briefed on health and safety, fire awareness, including where all fire points are and what to do. Additionally, who are the registered first aiders, where they work and what to do in a medical emergency.
- Appoint a Club fire officer, whose responsibility it is to regularly check all fire points in compliance with Warminster Garrison fire orders. Organise bi-annual visits from the garrison fire office and action any points raised.
- Ensure a qualified and 'in date' first aider is nominated to attend any event being held at the Club and is to remain on site until the event is finished.

h. **Activities Management:**

- In conjunction with the Chief Instructor and Office Manager, ensure lessons are correctly booked in and group lessons are running at full capacity wherever possible.
- Liaise with RDA representatives over all aspects of RDA activities at the Club.
- Seek sponsorship for events and, in conjunction with the Office Manager, order rosettes.
- In conjunction with the Chief Instructor, Office Manager and Social Events Member, organise internal and external courses, shows and events in good time to enable maximum advertising and participation.
- Deliver an active social media presence, in conjunction with the Office Manager.

i. **Maintain governance and policies.** Sponsors the following Club policies:

- Disease prevention and control.
  - Emergency plan.
  - Escape and death.
  - Extreme weather conditions.
  - Euthanasia.
  - Feeding.
  - Isolation.
  - Monitoring new and young horses.
  - Pasture management.
  - Staff training.
  - Transport.
- Business and livery agreements.