



Warminster Saddle Club
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BHS Approved

JOB SPECIFICATION: CHIEF INSTRUCTOR

1. **General.** This is the job specification for the Club's Chief Instructor. It articulates what the Chief Instructor 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)¹. 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 Chief Instructor is a member of staff who is also a member of the Management Committee. The Chief Instructor plans, co-ordinates and delivers the smooth running of the Riding School. As a member of staff of a military club, the Chief Instructor is expected to abide by the Values and Standards of the British Army.²

4. **The person.** The Chief Instructor must be a BHS APC and must be 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.
 - Provide strategic direction, including agreeing and monitoring strategic plans.
 - Keep informed of the activities of the Club and the wider issues affecting its work.

¹ 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

² 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)).

- 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 Chief Instructor's responsibilities are as follows:

- a. Review instructors for currency and competency.
- b. Review horses' workloads to ensure they are being used regularly and fairly. Consider the need to increase numbers required and whether to retire/remove horses causing problems.
- c. Specify details of lessons: days, times, numbers, teaching programme.
- d. Review lesson costs.