

# Yard Groom

## Job Description

### The Role

<b>Job title:</b>	Yard Groom
<b>Department:</b>	Commercial Services
<b>Responsible to:</b>	Equestrian Centre Manager
<b>Location:</b>	Equestrian Centre, Fosse Hill Farm, Coates, Cirencester
<b>Salary:</b>	Grade 3: £21,253.50 - £22,214.40 per annum
<b>Term:</b>	Permanent: Full Time: average 35 hours per week on a flexible rota
<b>Relationships with:</b>	Staff, students, customers, suppliers, contractors

### Purpose

Fosse Hill Farm is the home of the Royal Agricultural University Equestrian Centre. The facility is a commercial unit providing various types of livery for horses, as well as supporting the RAU with equestrian education and academic research. This role works closely with the School of Equine Management and Science and Commercial Services delivering the smooth running of the yard encompassing the well-being of the horses and clients whilst enriching the student experience.

### Key Responsibilities

- Work with the Equestrian Centre Manager and team to oversee the day-to-day care of all horses onsite, ability to work flexible hours, prioritise and complete all tasks in a professional diligent manner in a changing work environment.
- Provide a high standard of horse technical support, horse husbandry and stable management and oversee livery horses care ensuring needs are met.
- Routine maintenance to the site in accordance with yard procedures.
- Maintain good communication with all RAU staff, students, clients and visitors.
- Understand the needs and expectations of line mangers, co-workers and clients.
- To be responsible for and supervise casual employees
- Ensure a high level of customer service and satisfaction to all RAU clients.
- Maintain a high level of cleanliness, bio-security and organisation within all areas of the yard and ensure all stock, consumables and procedures are accurately recorded.
- Adhere to the Health and Safety policy and procedures of the RAU and relevant departments.

- To work with agricultural machinery to a competent level.
- A good range of practical skills within an equine environment.
- Experience of working in a physically demanding environment.
- To be able to perform flexible tasks not specifically referred to above. Any duties as reasonability requested by your line manager.
- Training will be provided where necessary with specific systems or equipment.

## Person Specification

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured By</b> A) Application Form B) Interview C) Presentation
<b>Qualifications:</b>		
A good standard of general education - GCSE or equivalent.	E	A
Hold a full UK driving license.	E	A
BHS Stage 2 or equivalent.	D	A
Telescopic Handler Experienced Certificate.	D	A
ATV certificate.	D	A
Spraying Qualifications PA6, PA1, PA2a.	D	A
<b>Knowledge, Experience and Skills:</b>		
Demonstrate and practice excellent horse handling skills.	E	A, B
Health & Safety & COSHH training, awareness.	D	A
Good interpersonal skills and able to communicate effectively.	E	B
Effective team worker, able to work with and support others in a team role.	E	B
Experience in a similar environment.	E	A
Ability to work unsupervised if necessary.	E	B
Ability to work to written and or verbal instruction.	E	B

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured By</b> A) Application Form B) Interview C) Presentation
Physically fit enough to be mobile on foot around campus, including locations upstairs, to be able to cover all areas on campus including Fossehill.	E	A,B
Experience operating a tractor and various attached implements.	D	A
Computer literate with a good understanding of Microsoft programmes	E	A,B

## General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

## Staff Benefits

We offer a range of Staff Benefits including a 35-hour working week, a generous 30 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, free and guaranteed parking on campus and free shuttle bus from campus to Cirencester town centre, discounted catering facilities, discounted onsite gym, free library services, employee assistance programme, occupational health and counselling services, cycle to work scheme and staff development opportunities.

Further details of the full range of staff benefits available can be found on our [website](#).

## Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk)) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) stating where you saw the advert for the role
- **Closing date:** 22 January 2025 with **Interviews on:** 4 February 2025

- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

**The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.**