



Job Description



Job Title:	Equine & Community Manager – Midlands
Location:	Rugby (on-site)
Hours:	Full-Time 37.5hrs Mon – Sun Flexibly
Responsible to:	CEO
Salary:	£22,000 - £25,000 pro rata
Key working Relationships:	CEO, leadership team, colleagues, schools and social work commissioners, parents, and families

About the organisation:

Circles Network is a UK wide voluntary organisation renowned for building inclusive communities on the foundations of justice, advocacy, empowerment, and friendships.

Our mission is to support disabled and disadvantaged people of all ages in transformational and empowering ways to live fulfilling and inclusive lives.

Our work is organised into four key segments:

- Circles Community
- Circles Advocacy
- Circles Equine
- Circles Academy

We are dedicated and passionate individuals who are committed to delivering the highest quality support with the values of inclusion at the heart of everything we deliver.

The Values of Inclusion

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission.

We believe that:

- everyone has a voice and the right to be heard
- all people have dreams and aspirations
- all people have capabilities and qualities
- all people should have power and control over what they do now and in the future
- the whole community can benefit from embracing diversity
- all people should have the opportunity to lead ordinary and valued lives
- all people have the right to live in and be part of the community
- all people need friendships and independent relationships, a natural support network
- all means all

Summary:

The Equine and Community Manager will be responsible for the coordination and development of projects and services, seeking continuation and expansion funding whilst maintaining a high-quality service level.

They will work collaboratively with the academy team based in Rugby and will be responsible for managing and developing a team of facilitators and volunteers.

Main duties and responsibilities:

Planning, Development and Monitoring

- Plan and develop new and existing projects and services to support growth within the organisation.
- Maintain high quality statistics and data to allow effective monitoring of delivery.
- Attend meetings and communicate the status of projects/services.
- Develop and complete planning and evaluation techniques for the equine programmes which place and keep each person central to any processes which affect their lives.
- Complete comprehensive reports in line with both external and internal reporting requirements.
- Assume shared leadership responsibility for the strategic development of Circles Network. To actively promote and seek new opportunities to expand the work of the organisation and knowledge of inclusion.
- Organise the administration of work undertaken ensuring accurate and effective filing, working in collaboration with Circles Network administrative team.
- Assist with on-going fundraising for the project and the organisation through writing bids and tenders and arranging specific events.
- Work alongside the Compliance Officer to monitor and audit data and files.
- Monitor staffing levels and ensure that best practice is adopted in ensuring good use of time and resources for yourself and the wider team.

Health and Safety, Safeguarding and GDPR

- Commit to training for and maintaining a role as Designated Safeguarding Lead.
- Prioritise safeguarding and GDPR in every aspect of your work.
- Develop and maintain health and safety documents, risk assessments and fire policy documents and ensure the work is carried out in a responsible manner. Ensure the horses and ponies are kept in good health and in a healthy environment.
- Follow policy and procedure regarding safeguarding concerns or incidents arising.
- Maintain accurate records across both equine and community operations, coaching team members to support their development as required.
- Keep abreast of changes in health and safety law and guidance and support the timely change of policies and procedures as appropriate.

Team Development and Communication

- Plan and communicate rotas with the team, supporting effective leave planning and cover.
- Identify training and development needs for yourself and your team to ensure the quality and safety of support provided.
- Facilitate and/or co-facilitate training events on Equine Facilitated Learning and other topics related to Inclusion.
- Maintain clear communication and relationships with participants, colleagues, and external stakeholders.
- Recruit, support and develop through coaching, suitable team members and volunteers. Supervise the training, care and development of the horses and ponies.

Values and Approach

- Always uphold the values and reputation of Circles Network.
- Deliver direct support both through equine and community programmes where required.
- Use language and approaches which fit with the values of the organisation and act as a critical friend to colleagues to support this throughout the organisation.
- Ensure that any person receiving support has power, choice, and control over their own life to the greatest extent possible. You will guide and support processes that allow for increased possibilities for this to occur, and you will be expected to provide learning and practice opportunities in a safe and structured style in maintaining that the Health and Safety of each individual team member and people supported, are of paramount importance.
- Encourage strong relationships and ensure that FUN is central in the life of each person accessing equine programmes, no matter how severe the degree of impairment or illness.
- Make and maintain links with other voluntary, statutory, and independent agencies, working collaboratively to gain the hearts and minds of people willing to work towards inclusion.
- Ensure the yard standards, fields, cabins, and office space are maintained to a high level with an emphasis on health and safety.
- Supervise and maintain the daily upkeep of the project facilities and care of the horses.
- Work in accordance with Circles Network policies and procedures.
- Be aware of environmental impact and reduce the use of unnecessary resources, seeking alternatives where appropriate.
- You will be expected to carry out any other duties commensurate with the post as directed by the Leadership Team.

Person Specification:

Qualifications and Training:

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- A degree and/or demonstrable experience (or equivalent) in related topics
- Experience in a supervisory role within health and social care or therapeutic equine service.
- Qualifications in Equine Facilitated Learning or alternative equine related training.
- Minimum of one year's management experience at project level or above.
- Full driver license and if possible, ability to drive a horsebox

Experience:

- Experience of training and working with horses using natural horsemanship methods.
- Experience of working alongside disabled people and/or children and demonstrable competence in running both group and individual sessions with different age groups.
- Existing training/knowledge in positive behaviour approaches such as Team Teach or willingness to learn.
- Experience and knowledge of, or the willingness to learn, therapeutic approaches which may include, EFL, therapeutic art, emotional freedom therapy, mindfulness, or Lego therapy.
- Extensive experience of caring for horses and the competency to coach others and deliver an equine/animal care curriculum
- Knowledge of natural horsemanship techniques.
- The confidence and competence to facilitate and lead activity clubs which include groups of people with additional needs.
- Experience in providing care and support to disabled people in a community setting.
- Experience of report writing and maintaining accurate records.

Personal Attributes:

Competence - to have the ability to carry out your work efficiently and effectively.

- Excellent time management and planning and organisational skills.
- Skills in monitoring outcomes and maintaining high quality standards.
- Familiarity with relevant legislation, including, but not limited to, Keeping Children Safe in Education, Working Together to Safeguard children, The Care Act and Children's Act and the Mental Health Act.
- In depth knowledge and understanding of all aspects of equine care and welfare and the confidence to manage the stable yard and the team.
- Ability to lead and co-ordinate the facilitation of full day clubs and support, being the point of contact for colleagues, parents, and guardians.
- Knowledge and understanding of trauma informed practice and approaches.

Commitment - to show dedication and attentiveness towards those you support and the wider organisation.

- Ability to work flexible hours which include evenings and weekends
- Enthusiasm, energy and commitment for the work of the organisation.
- Pro-active and responsible attitude to working.

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- Demonstrate a continual drive at personal and service improvement and growth.
- High ethical standards and commitment to quality.
- Ability to challenge leadership team when necessary.
- Self-motivation, drive, and a hunger for success.

Care and Compassion - to understand how other people may be feeling, showing concern/interest in their issues and lives.

- Show empathy and patience when dealing with colleagues.
- Be balanced when approaching colleagues' concerns.
- Show an understanding of the values of inclusion, equal opportunities, and disability equality issues.
- Ensure that your conduct is trauma and shame reducing at all levels within your role.

Communication - to be able to successfully share ideas, feelings, and information.

- Have exemplary interpersonal skills, demonstrating a diplomatic style of communication.
- Understand learning styles and their implications for how we effectively communicate with one another.
- Demonstrate an ability to communicate with people who have difficulty expressing their views or wishes.
- Demonstrate effective rapport and listening skills.
- Be empathetic in your communication, whilst having the confidence to communicate assertively when necessary.
- Ensure that all interactions with animals or humans is shame and trauma reducing.
- Utilise a coaching approach to motivate progress and growth within your team and the individuals you support.

Creativity - to use imagination and original ideas to support the development of your work.

- Demonstrate the ability to create accessible materials to support different learning, communication styles and preferences.
- Be solution focused and think outside the box.
- Ability to generate and be self-motivated to complete tasks.

Intuition and Self Awareness - to understand instinctively those you support and be aware of the impact you have on others.

- A willingness to learn new skills and have a growth mindset.
- Ability to relate to diverse groups of people.
- Experience and knowledge of how to manage conflict and perceived challenging behaviour.
- Understand and recognise the person behind the behaviour.
- Actively participate in self-reflective practice and to encourage team members to engage in this.

- Show awareness of projection and transference and to have the ability to recognise when this may be happening.
- Show the ability to tune into the energy of your team, the animals, and individuals you support.

Authenticity and Integrity – to be an honest and genuine person.

- Appreciation of and commitment to issues of confidentiality.
- Be an ambassador for the Circles Network values.
- Demonstrate transparency and honesty in your everyday interactions.
- Share responsibility for tasks related to the running of the environment even though they may not be clearly defined in your job role.

Connection - to show connection in your relationships.

- The ability to build and maintain a friendly and respectful working relationship with individuals and to offer support without taking control.
- An ability to effectively network and build strong and lasting relationships both internally and externally.
- Able to motivate others and use influencing and negotiating skills.