

Job Description - Horse Manager

Position Purpose

To oversee North Shore RDA's team of horses, ensuring they are fit for purpose and able to comfortably provide quality therapeutic riding.

Responsibilities

- 1. Preparation of horses for riding sessions:**
 - a. Ensure all horses have been fed, warmed up, and required tack is on correctly.
 - b. Identify any issues which may require the horse to be rested.

- 2. Selection, training, and schooling of RDA horses:**
 - a. Work alongside the Horse Committee to select appropriate horses to join the group.
 - b. Identify individual needs and planning initial and ongoing training programmes for each horse.
 - c. Create a retirement plan for older horses.

- 3. Maintaining paddocking, feeding, and horse health requirements:**
 - a. Manage grazing/paddock rotation.
 - b. Establish feeding/supplement regimes which are effective and appropriate based on the needs of each horse.
 - c. Monitor work hours, and monitoring and minimising stress for all horses.
 - d. Plan routine health care (farrier, dentist, worming, etc.).
 - e. Liaise with the vet/other healthcare providers when required.
 - f. Roster volunteers to check horses on non-operational days.

- 4. Maintaining tack and other gear:**
 - a. Ensure each horse has clean, well-fitting tack in good condition, including weather appropriate covers.

- 5. Record keeping:**
 - a. Records of each horses training programmes, weight carrying capacity, treatments (both routine and non-routine), etc. must be kept up to date.
 - b. Proficiency in computer use and confidence in writing monthly reports to document horse welfare and program updates.

- 6. Leading/side-walking/coaching (depending on training and/or qualifications):**
 - a. Work alongside the coaches and volunteers for one riding session each day (ideally different sessions each week) allowing an opportunity to ensure the horse-rider combinations are appropriate and identifying any training needs of the horse.

- 7. Self-management:**
 - a. Take responsibility for own and promote Health and Safety practices.
 - b. Keep up to date with current NZRDA horse management practices, policies, and procedures.