

# Wormwood Scrubs RDA Pony Centre

## Chief Executive Job Description

Wormwood Scrubs Pony Centre (WSPC) is an inner-city community Riding for the Disabled (RDA) riding school for children and young people, many of whom have learning difficulties and physical disabilities. The Centre provides a safe environment for children and adults to flourish. WSPC is a registered charity, about to celebrate 35 years, and is a professional establishment with a traditional stable yard that homes 22 horses and ponies and 2 donkeys. Due to the retirement of our current CEO, the Board of Trustees are seeking an energetic and compassionate individual to lead this vibrant and vital organisation. The CEO will provide equine and coaching leadership, working closely with members of staff, trustees and volunteers to develop, build and adapt client-centred services in an equine environment. They will work with diverse stakeholders and lead on the income generation plan to secure the WSPC's future, raise awareness of its work, and cultivate and maintain strategic partnerships. The CEO is responsible for setting and maintaining the tone, vision and culture of the organisation in a collaborative working environment. They will also be responsible for the operational management of the organisation, including managing nine members of staff and approx. 30 key volunteers.

The principal responsibilities of the role are:

### **EQUINE and COACHING LEADERSHIP**

- To be a visible leader on the yard.
- To be confident setting the direction for the wellbeing of the equine herd.
- To demonstrate evident leadership in coaching both children and adults.
- To promote the wellbeing of disabled riders, particularly disabled children.
- To support the development of the WSPC Coaching Academy with pathways to teach others to achieve coaching qualifications.
- To lead efforts to stay abreast of, as well as influence, the latest thinking and learning on equine therapy particularly for those with learning difficulties and physical difficulties, and seeking to apply best practice in line with RDA standards.
- To provide leadership in line with changing dynamics of the needs of children and young adults

### **OPERATIONAL MANAGEMENT**

- To work with the Board of Trustees to develop and execute the organisation's strategic plan in line with the WSPC mission and vision.
- To develop and deliver annual operational plans that link to the strategic plan.

### **INCOME GENERATION & STAKEHOLDER RELATIONS**

- To lead on the income generation plan, ensuring that the organisation has a diverse income stream for long-term sustainability and growth.

- To lead on effective external stakeholder relationships and positioning of WSPC to raise its profile in support of the mission.
- To actively participate in membership networks in the equine and local support for children and adults with learning difficulties and physical disabilities.
- To lead on relationships with the local authorities and RDA.

## **PEOPLE MANAGEMENT**

- To line manage all staff, ensuring they are motivated and supported and that training/development needs are met.
- To liaise with external HR providers as needed for effective people management.
- To ensure that effective HR systems are in place, including for volunteer recruitment, training and support.

## **RISK MANAGEMENT & GOVERNANCE**

- To work with the Board of Trustees to ensure the organisation complies with all legal and statutory obligations.
- To ensure that the organisation's finance and risk management procedures are followed.
- To ensure that appropriate policies and procedures are in place and implemented.

## **About You**

### **KNOWLEDGE & EXPERIENCE**

- Desirable: British Horse Society coaching level of BHSAI, BHSQ3 or BHSQ4
- Desirable: Accredited Professional Equine Coach
- RDA Coach
- A minimum of five years' staff management experience in a small to medium sized organisation.
- Strategic thinker with experience of developing business plans and organisational policy.
- Sound financial knowledge, including experience of managing and controlling budgets/resources/funding and an understanding of financial management procedures.
- Solid track record in income generation with national or local funders.
- People management experience, including staff and ideally volunteers.
- Experience of working with a range of external stakeholders at a senior level.

### **SKILLS & ABILITIES**

- Proven ability to develop, drive and embed organisational strategy.
- Able to network and contribute to the local and national equine community.
- Has a positive, resilient, flexible approach to work.
- Has strong relationship management and influencing skills.
- Able to work under pressure, manage competing priorities and ensure deadlines are met.
- Able to coach, mentor and develop staff and volunteer capacity.

- Able to work as part of a team and build good working relationships with stakeholders and partners.

WSPC is committed to operating as an equal opportunities' organisation.

- **Location:** Wormwood Scrubs Pony Centre with flexible and hybrid working.
- **Full-time:** weekend and evening work will be required
- **Contract type:** Permanent.
- **Salary:** £45,000–£50,000 per annum, dependent on experience.

### **Applying for the role**

WSPC welcomes applications from a wide range of applicants and is committed to equal opportunity.

Please provide the following by email to [trustees@wormwoodscrubsponycentre.org.uk](mailto:trustees@wormwoodscrubsponycentre.org.uk)

- CV
- A written statement setting out your equine history and qualifications, your management experience and what you would bring to the role.
- Two references (to be taken up after interview)

Please contact Tracey Spensley, Trustee at the WSPC, on email: [trustees@wormwoodscrubsponycentre.org.uk](mailto:trustees@wormwoodscrubsponycentre.org.uk) if you would like to arrange an informal conversation with one of the Trustees or to visit WSPC before making your application.

**Closing date for applications:** 5pm Sunday 18 February 2024. All applications will be acknowledged. We reserve the right to close the listing as soon as sufficient applicants have been received. Interviews will take place in March 2024.

Please note this role is subject to an Enhanced Disclosure and Barring Service (DBS) check.

## Organogram

