



Job Vacancy Information Pack

Post: Equine Groom

Job Reference: EX685 (please quote on application form)

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
 - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
 - Accepted methods of application and how to submit.
3. Application form
 - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
 - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
 - A list of essential and desirable criteria for the post.

Important Information

The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 475 animals across more than 60 different species. We aim to provide a quality, value for money experience that excites and inspires our guests.

Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment. Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.



As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunities monitoring form at the end of the job application form. The equal opportunities monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

Yorkshire Wildlife Park's Mission Statement

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

Shortlisting

To ensure that the people we employ are matched to the role and our business aims we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP, that as a minimum they meet the essential criteria outlined in the person specification and are available to attend interviews on the dates outlined on the job specification.

Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.

Pre- employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references.



How to Apply

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via email:

recruitment@yorkshirewildlifepark.com

Application Form

The YWP application form is available to download from the vacancies page of our website in pdf and word format.



Job Description

Job Title: Equine Groom

Reporting to: Yard Manager/ Operations Director

Department: Equine

Primary Responsibilities

To undertake a variety of duties to ensure the smooth running of a small dressage livery yard.

Key Work Objectives

- General yard duties including but not exclusive to the mucking out, watering and feeding of horses and tidying of the yard.
- Field management including the checking of fencing, cleaning of water troughs and maintenance of field shelters.
- Cleaning of equipment and tack.
- Clipping, trimming and plaiting horses ready for competitions.
- Monitoring the condition of horses and reporting any concerns to the yard manager.
- Treatment of minor wounds, changing dressings and giving medication as advised by the vet.

General

- Maintain the highest levels of professionalism, service and personal appearance.
- Complete any other reasonable duties which may be requested of you from the management team.
- To be responsible, along with other staff members, for compliance with health and safety regulations for staff and guests.



Job Specification

Job Title:	Equine Groom	
Reporting to:	Yard Manager/ Operations Director	
Working Hours:	Basic of 16-32 hours per week, to include weekend work as required	
Hourly Rate:	Age 16-17 years	£9.20
	Age 18-20 years	£10.85
	Age 21+ years	£12.75
Contract:	Permanent (subject to the successful completion of a probationary period)	
Purpose of role:	To undertake a variety of duties to ensure the smooth running of a small dressage livery yard.	

Main Duties & Responsibilities:

- General yard duties; including but not limited to mucking out, provision of water and food and general tidying duties.
- Working alongside external professionals such as the vet and farrier as required
- Supporting livery clients
- Cleaning of yard equipment and tack.
- Checking fencing and maintaining field shelters.
Exercising of the horses to include lunging and hacking.
- Assisting at shows (including early starts)
- Possibility to work on other departments.

Candidate:

- Excellent interpersonal skills with a flexible approach to work.
- At least 1 year's previous experience of working with equines.
- Good communication skills and works well as part of a team.
- Sound knowledge of equine care and health needs.
- Demonstrable handling skills with a good health and safety awareness.
- A good level of fitness due to the physically demanding nature of the role.
- Flexibility to work every other weekend.
- Flexible attitude to working hours.
- Flexible hours may be a possibility working around the needs of the business.



Person Specification

JOB TITLE: EQUINE GROOM

Assessment Criteria	Essential (E) Desirable (D)
Experience	
Must have previous experience working in a professional capacity on a livery yard	E
Handling of young horses and stallions	D
Previous experience of hacking outfit competition horses	E
Previous experience lunging horses	E
Must have at least 1 year's previous experience of working with equines	E
Skills/ Abilities	
Able to confidently handle young horses and stallions	D
Plaiting and trimming horses in preparation for competitions	D
Able to turn horses out to a high standard	E
Clipping	D
Able to confidently work as part of a team or independently	E
Administration of basic first aid treatment including applying dressings and poultices in accordance with veterinary advice	E
Knowledge	
General equine welfare and husbandry knowledge	E
Recognising signs of ill health in horses	E
Qualifications	
Full UK driving licence	D

Start Date: As soon as possible

Closing date for applications: Sunday 27TH September