

## Schedule B

### Horse Manager – Position Description

#### **Purpose**

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

#### **Position Reports To**

The Horse Manager is responsible to the Governance Committee, submitting a written Report each month to the Committee Meeting

#### **Key Relationships**

A close working relationship with the Group Coach(es) is vital  
The position holder is also a key member of the Operations Committee  
Close working relationship with other members of the Horse Committee

#### **Responsibilities**

- **Preparation of horses for riding sessions**
  - Ensure all horses have been fed and check required tack is on correctly
  - Identify any issues which may require a horse to be rested
- **Selection, training and schooling of NSRDA horses**
  - As an active member of the Horse Committee, assist in the selection of appropriate horses to join the Group
  - Identify individual needs and planning initial and ongoing training programmes for each horse
  - In conjunction with the Horse Committee, develop and keep updated a detailed Herd Plan, including retirement plans for older horses in the herd
- **Maintaining paddocking, feeding and horse health requirements**
  - Manage grazing / paddock rotation
  - Establish feeding / supplement regimes which are effective and appropriate, based on the needs of each horse
  - Monitor work hours for each horse, monitoring and minimising stress for all horses
  - Plan routine health care (farrier, dentist, worming etc)
  - Liaise with the vet / other healthcare providers as required
  - Roster volunteers to check horses on non-operational days
- **Maintaining tack and gear**
  - Ensure each horse has clean, well-fitting tack in good condition, including weather-appropriate covers
- **Record Keeping**
  - Keep up to date detailed records of each horse's training programmes, weight-carrying capacity, treatments (both routine and non-routine)
- **Observational Management**
  - Work alongside the Coach(es) and volunteers for one riding session each day, allowing an opportunity to ensure the horse/rider combinations are appropriate and also identifying and training needs of the individual horse
- **Self-Management**
  - Take responsibility for own and promote sound Health & Safety practises
  - Keep up-to-date with current NZRDA Horse Management policies, practices and procedures