



EQUESTRIAN CENTRE MANAGER

Commencing Term 2, 2024

We are seeking an Equestrian Centre Manager to support our Equine and Horsemanship Programs. This position is ongoing and part-time (initially 9.5 hours per week), with additional hours available to assist as required.

Context of the Role

The Hamilton and Alexandra College Equestrian Centre is located on the historic Myrniong Campus in Hamilton. It features two arenas, mounting and holding yards, Heritage-listed stables and a range of paddocks situated in a beautiful setting. The College offers a range of horsemanship activities, including after-school programs for Junior and Senior School students during term time, weekend clinics and workshops, and a small number of competitions. A number of boarders also keep their horses at the facility and ride during the week.

The specific hours of the role will be negotiated with the successful candidate, in liaison with the Equestrian Centre Assistants.

Purpose and Responsibilities

The Equestrian Centre Manager is responsible for the management of The Hamilton and Alexandra College's Equestrian Centre. This is done in conjunction with the Equestrian Centre Assistants, who report directly to this position. The position ultimately reports to the Principal but will work predominantly through the Business Manager. The position is responsible for the practical running of the facility but is not responsible for horsemanship programs. The position will work in conjunction with the Head of Horsemanship, who will design and implement the College's horsemanship programs and curriculum.

The position oversees the management of the Equestrian Centre facilities on a daily basis, including paddocking, stable and yard management, cleaning, horse health and care, safety and first aid in a horse environment, and practical arrangements for instructors.

The position is responsible for ensuring that either you or the Equine Centre Assistant are available to welcome parents/students/horses on initial arrival and on Open Days or special events. The arrival boarders' horses occurs between 3:00pm – 4:00 pm on Sunday. Co-ordination and some provision of weekend horse care as required, in conjunction with the regular weekend Equestrian Centre Assistant.



Requisite Skills and Experience

The Hamilton and Alexandra College is committed to the protection of children and the promotion of a culturally safe and supportive working environment for diverse communities. The successful applicant will have:

- an ability to satisfy child protection screening and adhere to the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct; and
- good organisational skills, enjoy a challenge and be self-motivated.

Skill requirements

The successful applicant will be able to demonstrate:

- integrity and professionalism
- excellent communication skills
- sound personal organisation
- ability to meet team and personal deadlines
- ability to work effectively as part of a team
- previous experience working with school-aged students would be advantageous but is not critical.

Key Accountabilities

Responsible for the day-to-day running of the Equestrian Centre, which includes duties such as:

- overseeing the students' care of their horses
- booking farrier appointments
- ordering feed as required
- liaising with instructors
- Liaising with the Property Manager re arena and general maintenance
- assisting with the set-up of the arena for instructors and competitions,
- maintaining a record of costs for each horse / student
- assisting with the care of the school-owned horses.

Duties and Rosters:

It is each student's duty to clean up after themselves and keep the facility's surroundings clean. Therefore, a roster is constructed by the Equestrian Centre Manager, in consultation with the Equestrian Centre Assistants, and the Equestrian Captains (boarding students). Students are rostered on each week for stable and yard duty. This includes sweeping lane-ways in the stable, tack room, noticeboard room and theory room, outside facilities.

It is each student's responsibility to clean their own stable or yard and the horse wash if used. Rosters, programs of events etc, are pinned to the noticeboard, and a whiteboard is used for messages. Students are each allotted a locker or cupboard in the tack room by the Equestrian Centre Manager.



Administration:

- Accurate records are to be kept for agistment, drench, feed, farrier and vet.
- Accurate records must be kept of all visits. Keep details of each visit, horses and student's name in diary. All visits are charged by the vet directly to parents.
- Feed orders are to be made weekly. Parents of Horsemanship students set up their own account with Hamilton Produce and pay directly. The Equestrian Centre Assistants may ultimately do this.
- Maintain a record of expenses for each student. Accounts are sent out at the end of each term. The Business Office will notify you when this information is required.
- A ceiling number of horses to be kept at the College needs to be set annually to ensure that the pastures are not overgrazed. Preference is given to boarders' horses; however, if insufficient boarders' horses are booked in, then day students, if required, may keep horses at the Equestrian Centre. The Equestrian Centre Manager allocates paddocks and yards to students.
- Ensure that all horses are drenched on arrival at the School and regularly at 6-8 week intervals.
- There is an Equestrian Centre mobile phone. This phone is for parent contact and emergency purposes. From time to time the Equestrian Centre Manager may need to respond to an emergency situation and co-ordinate a response.
- Organise all aspects of the Equestrian Centre hire and maintain records including: public liability insurance; access; induction; advise Finance Office details to allow for invoicing.

Conditions and Remuneration

The role attracts the following remuneration and benefits:

- payment at Administrative Level 3 on The Hamilton and Alexandra College salary scale at a pro-rate fraction of 0.25 (this level is \$68,277pa for 2024) which is equivalent to 9.5 hours per week.
- use of the Equestrian Centre House as needed throughout the week during term time.
- There is the possibility for interested and suitable candidates to concurrently work part-time and live in the College Boarding House, which is on the same site as the Equestrian Centre.

Application Process

Applications should be submitted via email to admin@hamiltoncollege.vic.edu.au. Applications must include:

- a cover letter of no more than one page
- a current curriculum vitae
- the details of two professional referees.



THE
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Applications should be addressed to:

The Business Manager
Mr Jason Bourke
The Hamilton and Alexandra College

Shortlisted candidates will be invited to attend an interview.

After reference and child safety checks are completed, a verbal offer will be made to the preferred candidate. Once accepted, a written offer will follow.

Application due date: Monday 22 April 2024 (*earlier applications are encouraged, and applications will be processed on receipt*)