

Job Element	Detail
Job Title	Club Leader
Reporting to	Children's Manager
Location	Ride High Charity, Ride High Equestrian Centre, Redland Drive, Childs Way, Loughton, Milton Keynes, MK5 8HD
Main Purpose	To deliver the Ride High programme at the Ride High centre. To contribute to the development of the programme.
Main Duties and responsibilities	<ul style="list-style-type: none"> • Be responsible for some groups, support colleagues with others and provide cover when necessary • Deliver and develop content which supports participants to increase self-esteem, confidence, wellbeing and skills • Support participants during riding lessons • Work with clubroom volunteers helping with and supporting activities • Create new courses and schemes of work • Maintain a safe environment and equipment; ensure all safety clothing is worn and fitted correctly as appropriate to each session • Liaise with parents/carers and referrers where appropriate • Contribute to the selection and induction of new members including home visits as appropriate • Conduct one-to-one reviews with participants and set individual targets • Collect evidence of participants' work/progress, record and report on this in line with Ride High guidelines • Monitor and record participants' opinions • Occasionally attend and supervise trips and volunteering activities; arrange, plan and prepare some of these • Ensure that activities are conducted in line with Ride High policies and that the safety and wellbeing of the participants are paramount • Report concerns/issues to the Children's Manager • Ensure children are safely escorted to and from the minibus/people carrier • Occasionally drive the Ride High minibus and/or people carrier • Lock/unlock Ride High premises according to procedure • Any other duties that may be required from time to time
Closing / starting date	<ul style="list-style-type: none"> • Applications will be considered when received and the process will remain open until the post is filled • Post to begin as soon as possible
Hours	<ul style="list-style-type: none"> • Part-time - most hours during term-time with some during school holidays (to be discussed) • 5 days per week with some evenings
Salary	<ul style="list-style-type: none"> • Up to £30,000 full time equivalent, dependent on qualifications and experience

	Essential	Desirable
Knowledge/qualifications	GCSEs or equivalent in English and Maths at grade C or above. Further qualifications and/or experience which demonstrate capability. Knowledge of learning processes and ways of supporting and maximising progress. Working knowledge of safeguarding children and young people.	PGCE, HLTA or Youth Work qualification or similar. Additional skills in areas which could support expansion of the Ride High programme – bushcraft, sports, coding, wherever your skills are. Physical and mental health first aid training.
Experience	Minimum 4 years' experience working with children and young people. Experience of independent planning and delivery of engaging sessions with children and young people.	Experience working with disadvantaged or vulnerable children and young people, or those with additional needs. Experience working with schools or in a school environment. Some equine knowledge or experience.
Personal attributes	Enthusiasm for the aims of Ride High and its working ethos. Ability to establish positive nurturing relationships and interactions with children. Ability to create and manage effective learning environments. Commitment to safeguarding practices. Ability to prioritise tasks in a fast-paced, changing environment. Resilience and a good sense of humour. Ability to work as part of a team and independently. Excellent communication skills. Ability to liaise with all stakeholders with courtesy, clarity and accuracy; confidence to manage relationships with schools and other agencies. Willingness to learn about horses if no experience. UK driving license.	Ability to drive a minibus and D1 on license.
An enhanced DBS check is compulsory for this post		