



# Bransby Home of Rest for Horses

## **JOB DESCRIPTION: Equine Welfare Team Supervisor**

**Responsible To:** Equine Welfare Manager

**Liaise with:**

- Other team supervisors and members of your welfare team
- All staff that are employed or who work on a sub-contract basis for the charity
- Visitors and supporters of the charity
- External suppliers of the charity

**Main Purpose of the Job:**

To supervise and assist a team of equine welfare assistants, work closely with other team supervisors and the equine welfare manager; in order to fulfil the objectives of the charity and provide a safe environment in which the animals are able to live a content life.

**Main Duties:**

- To oversee and ensure that all work carried out is to the highest standards.
- Organise daily tasks to ensure the Charity runs smoothly and all animal welfare needs are met.
- Attend weekly meetings with the Equine Welfare Manager and other Team Supervisors to discuss best practise, co-ordinate equipment and schedule Vet, Farrier and EDT as required.
- Identify when animals require veterinary treatment and refer to the Welfare Manager. In the absence of the Welfare Manager, liaise with other Team Supervisors.
- Ensure animals due for Vet, Farrier, EDT are all ready and waiting to ensure costs kept to a minimum.
- Monitor physical condition and behaviour patterns of animals and report any abnormalities to the Welfare Manager.
- Ensure rugs are fitted and checked in accordance with the Charity policy and checks recorded
- Apply worming programme as directed by the Welfare Manager, ensuring correct dose: weight ratio is applied to all equines.
- Ensure 'out of hours' feeding/checking is up to date on a daily basis
- Ensure all records relating to feeding, checking and veterinary care and up to date, legible and accessible.

- Ensure all animal movements are recorded in the animal movement book
- Ensure twice daily checking of ALL animals on site, and their environment is performed to the highest standard and recorded.
- Ability to forward-plan and promote good pasture management in association with the Welfare Manager.
- Co-ordinate call-outs with the Welfare Manager and ensure all yards are covered if out of hours return.
- Enforce strict stock control of all charity property and monitor cost effective use of all equipment, feeds and medications in order to meet the objectives of the Charity.
- At the end of each working day, ensure that equipment is securely and safely away and all daily tasks are completed.
- To maintain excellent housekeeping with regard to all areas, particularly all public areas for their safety.
- Ensure animals are not left unattended in public areas.
- Ensure members of the public are welcomed and received courteously at all times and receive a positive experience of their visit.

#### **Staff and Health and Safety**

- Complete weekly staff rotas.
- Ensure staff rotation to allow for holiday/sick cover of yards.
- Supervise all staff for time-keeping and ensure that signing in and out is completed for fire safety.
- Supervise teams to ensure productive time-management, using clear instructions and timescales.
- Report any incidences of misconduct to the Welfare Manager without delay.
- Record performance of team members to liaise with the Welfare Manager for staff appraisals.
- Identify individual training needs and report to Welfare Manager
- Ensure charity's non-bullying policy is applied in all area
- Ensure all Health and Safety measures and procedures are observed and adhered to.
- Ensure correct PPE worn by staff members at all times in accordance with the Charity's risk assessments.
- To identify and complete risk assessments where required.
- Ensure ALL accidents (minor and major) are recorded in the Charity's accident book and reported to the Welfare Manager immediately.
- Ensure COSHH products and medications are locked at all times and that clinical waste is disposed of immediately.

This is not an exhaustive list of all of the duties that may need to be undertaken. It may be necessary to undertake other duties in order to fulfil the objectives of the charity.

**This role deals with confidential and sensitive information. It is therefore important that any such information should not be discussed with anyone, unless you have the authority to do so. If you are found to be contravening this, disciplinary action will be taken.**