



Role Profile - Equine Manager

The Role			
Role Title:	Equine Manager	Reporting to (job):	Senior Equine Manager
Legacy job titles covered by this role profile:	FERO1 - Equine Welfare Operations Manager	Jobs that typically report into this role:	n/a
Function / Org Unit	Field Operations	Job Number:	
Base and travel	Regional role with travel	Band (<i>to be assigned by Reward</i>)	C
Role Dimensions			
Number of direct reports	N/A	Manager/Individual Contributor:	Manager and Contributor
Number of dotted line reports	N/A	Budget (Operating/Capital)	N/A
Total No of Reporting Staff (include all direct and indirect reports)	N/A	Decision Making Authority & Responsibility for Resources	
Working Environment			

Role Purpose:	<p>To facilitate and manage the process of rehabilitation and rehoming of rescued equines in coordination with private boarding facilities and RSPCA equine centres. This role encompasses a closed loop process from national liaison with inspectors and external stakeholders to facilitate welfare improvement processes and intake of equines, collaboration with private boarding establishments, RSPCA equine centres and other charities to aid the transportation, transfer and rehoming of equines.</p> <p>At all times the role includes promotion of the Society's work in this area.</p>
Principal Accountabilities:	<ul style="list-style-type: none"> • Manage all equines in RSPCA Private Boarding Establishments (PBE) in the area. • To inspect and monitor equine private boarding facilities on an ongoing basis Feedback to contracts lead as required to maintain current and accurate contract provision. • Liaise closely with the RSPCA Equine Centre Managers to ensure appropriate throughput of equines and best use of capacity. • Liaise with the logistics lead for the organisation of the transportation and networking of equines into and between private boarding, other organisations and RSPCA Centres. • Aid RSPCA inspectors through liaison with the Police, veterinary surgeons and other organisations/agencies as well as other Equine Manager's to facilitate the collection of equines. • Contribute to risk assessments associated with equine transportation and wider equine collection operations in collaboration with the logistics lead. • In liaison with the Inspectorate, RSPCA equine vet and other RSPCA staff, assess the future of individual equines coming into the Society's care, recommending action plans for appropriate rehabilitation, rehoming and euthanasia. • Liaise closely with other local and national organisations (e.g. horse welfare charities) and individuals in order to facilitate collaborative working and increase the availability of equine rehoming opportunities. • Develop and coordinate the local network of equine fosterers and be responsible for supervising all equines in foster care in liaison with the rehoming lead. • Action any equine-related enquiries received via the National Control Centre, RSPCA website or equine help line. Provide advice and guidance to members of the public seeking assistance in rehoming their equines. • Responsible for contributing to the home visit process for the area, ensuring the suitability of establishments and individuals to provide equine rehoming.

	<ul style="list-style-type: none"> • Complete all equine rehoming records and ensure Animal Welfare Database (AWD) is kept up to date at all times and a full history exists electronically. Issue adoption paperwork for rehoming direct from PBEs and use information in order to prompt post rehoming visits. Provide feedback and information to logistics lead as required. • Provide content and information for the equine page of the National RSPCA Website. • Develop and support equine based fundraising and awareness raising opportunities in coordination with the equine centres. <p>Contribute to National Equine Strategy.</p> <ul style="list-style-type: none"> • Work with the media on equine issues in coordination with Press Department. Act as an ambassador in promoting the management of equine welfare within and outside of the Society (including branches), including representing the RSPCA at equine events, in courts of law and on equine forums. <p>Rehoming lead only:</p> <ul style="list-style-type: none"> • Develop, manage and coordinate the national network of equine fosterers and be responsible for leading the supervision of all equines in foster care. • Responsible for managing the national home visit process, ensuring the suitability of establishments and individuals to provide equine rehoming. • Lead the process of the national placement of equines in the most appropriate RSPCA centre and manage the continual review of placement and transfer to facilitate rehoming. <p>Logistics lead only:</p> <ul style="list-style-type: none"> • Responsible for the national organisation of the transportation and networking of equines into and between private boarding and RSPCA Centres. • Audit and manage the compliance process for ensuring all equine records are complete and ensure records are up to date on AWD. Send reports to senior managers at least monthly. • Management of risk assessments associated with equine transportation and wider equine collection operations. <p>Contracts lead only:</p> <ul style="list-style-type: none"> • To tender and negotiate national contracts in key locations according to operational needs and audit PBE invoices for continuity. • To liaise with other departments to facilitate the inspection of PBE's and provide a national lead point of contact for other Equine Manager's and external partners nationally.
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	<ul style="list-style-type: none"> Lead on the management of welfare standards within private equine boarding facilities in conjunction with licensing, senior equine vet and Head of Equine Operations.
Key Competencies: <ol style="list-style-type: none"> Specialist knowledge Commercial & strategic thinking Planning, action orientation & results driven Quality orientation Influencing & engagement Oral and written communication Flexibility and resilience Personal motivation 	1.
Communications and Working Relationships:	
Framework, Boundaries, Decision Making Authority and Responsibility:	
The Person	

Qualifications:	•
Knowledge & Experience:	•
Skills and Personal Qualities:	•

Our Values	<p>Our values for our employees, volunteers, trustees, branches and future members of our Community Engagement Programme guide everything that we do.</p> <p>They also guide how we work to rescue and care for animals and how we work with individuals, families, communities and other organisations.</p> <p>We are compassionate: we care deeply about the lives of animals, we have empathy for people, we act with kindness and consideration at all times</p> <p>We are inspirational: we are life changing, we inspire by taking the lead, we speak up when others don't, we take brave decisions, we change animals' lives for the better.</p> <p>We are committed: we never give up, we have energy and determination, we rescue animals from cruelty and neglect, giving them new opportunities and supporting others in doing so, and advocate for all animals at risk of harm.</p> <p>We are expert: we have expert knowledge which we willingly share, we act on the basis of evidence, we underpin our decisions and actions with science, data and experience.</p> <p>We act with integrity: we are honest and trustworthy, we act with integrity, we do what's right.</p>
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Creation and Authorisation		
<i>Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.</i>		
Profile written by:	Role:	Date:

26 April 2021

Approved by (operations):	Role:	Date:
Approved by (HR):	Role:	Date:
Date Job last evaluated:		