

JOB DESCRIPTION

Job Title:	Equine Welfare and Development Officer
Reports to:	Head of Coaching and Equine
Based at:	RDA National Office (Lowlands Equestrian Centre, Warwickshire)
Hours:	Part Time (14 hours per week)
Contract Type:	Permanent
Salary:	£11,729 (Full Time Equivalent £31,000)

Role Purpose

The role will support the coordination and development of equine welfare across RDA, helping to promote high standards of equine safety, care and management. Working with external bodies, including British Equestrian (BEF), the postholder will manage the welfare concerns process, including oversight, coordination, referral and liaison. However they will not be expected to conduct investigations or issue sanctions.

Key Responsibilities

Equine Welfare Case Management

- Act as RDA's Equine Welfare Officer Representative with British Equestrian (BEF) and as the primary point of contact within RDA for equine welfare concerns and queries.
- Provide administration support for the case management of equine welfare concerns, maintaining accurate and confidential records in accordance with RDA procedures.
- Liaise with the BEF Case Management Group and other relevant contacts to support the appropriate progression, referral and escalation of welfare concerns.
- Coordinate welfare visits, reports, recommendations and follow-up actions where appropriate.
- Provide practical advice and guidance to Groups and volunteers in response to welfare concerns and recommendations, signposting to relevant equine welfare organisations and resources where specialist support is required.

Equine Welfare Guidance and Development

- Support RDA to align its equine welfare approach with relevant legislation, sector frameworks, policies and RDA welfare standards.
- Provide practical guidance on equine welfare, care, equipment and related matters, developing, and maintaining resources and educational materials for RDA Groups and volunteers.
- Maintain current knowledge of relevant equine welfare legislation, guidance, policy and good practice through appropriate training and sector engagement.
- Identify recurring themes and opportunities arising from welfare concerns and wider practice, recommending where further guidance, resources or support may be required.

Advisory Groups and Specialist Welfare Support

- Provide administrative and practical support to relevant equine advisory groups, including coordinating meetings and follow-up actions.
- Support equine welfare projects and initiatives as agreed with the Head of Coaching and Equine.
- Provide equine welfare input into specialist RDA activities and projects, working with relevant volunteers and advisors to develop appropriate practice, guidance and resources.

- Develop and maintain effective working relationships with relevant equine welfare organisations, veterinary contacts, specialist volunteers and other external partners.

General

- Work collaboratively with colleagues across RDA to support equine welfare priorities and provide equine welfare input and advice where required.
- Demonstrate and promote RDA's values and contribute positively to the organisation's culture.
- Provide support to RDA events, including the National Championships, where required.
- Undertake other reasonable duties consistent with the role and level of responsibility.

Person Specification

Essential

- Relevant experience in equine welfare, horse care, the equine industry or a closely related field.
- Sound knowledge and understanding of equine welfare, good horse care and relevant welfare legislation and good practice.
- Experience of case management, ideally involving equine welfare, safeguarding, complaints or another relevant area.
- Experience of handling sensitive or confidential information appropriately.
- Excellent organisational and administrative skills, with strong attention to detail and the ability to maintain accurate records.
- Good written and verbal communication skills, including the ability to communicate clearly and appropriately about sensitive matters.
- Ability to develop positive working relationships and work collaboratively with a wide range of internal and external stakeholders.
- Ability to work independently, use initiative, manage competing priorities and recognise when matters require referral or escalation.
- Confident using Microsoft Office and other digital systems, with the ability to learn new systems and processes.
- Empathy with volunteering and an understanding of the environment in which RDA Groups and volunteers operate.
- Commitment to RDA's values and to safeguarding, inclusion, equality, anti-discrimination and best practice.
- A constructive and supportive approach to promoting good equine welfare practice and responding to welfare concerns.

Desirable

- Relevant professional qualification or formal training in equine welfare, animal welfare, equine care or a related field.
- Experience of managing equine welfare concerns or supporting equine welfare investigations.
- Experience of working with a national, charitable, volunteer-led, equestrian or welfare organisation.
- Knowledge or experience of RDA equine activities or other specialist equestrian activities.
- Experience of developing welfare guidance, educational materials or practical resources.