

SRC Equestrian Ltd

- Job Title:** Grounds Team Leader
- Responsible to:** Centre Manager
- Primary location:** Main place of work to be at Solihull Riding Club.
- Salary:** Circa £28,000 per annum depending on experience
- Working Hours:** 40 hours per week including frequent weekend working
- Holiday:** 28 days including Bank Holidays

Primary purpose of the post

To ensure the grounds, arenas and facilities are maintained to the highest standards.

To work with the Events Management Team to enable maximum use of and access to grounds, arenas and facilities for competition, training, hire and members leisure riding.

To work with the Events Management Team to deliver top class shows and events.

Key responsibilities (including but not limited to)

Delivery of consistently high-quality equestrian sports surfaces and facilities

- Establish and implement a clear maintenance schedule for all arenas, buildings and facilities
- Implement the grounds management plan as set out by the external consultant
- Demonstrate a high level of competence in the use, maintenance and storage of equipment for example, tractor with associated appliances, quad bike and mower
- Establish and implement equipment servicing and monitoring programmes to minimise the risk of equipment failure
- Establish and manage appropriate stock levels of essential consumables
- Liaise with the Events Manager to forward plan routine and exceptional maintenance or development, co-ordinating work to minimise the impact on members and other users

- Establish an annual forward plan of work to enable effective preparation for larger events and the best use of team resources at quieter times
- Fully engaged in day-to-day work in hand, including operating alongside team members as a leader and role model
- Supervise appropriate external contractors / temporary staff to ensure work is completed to a satisfactory standard, following up on any deficiencies

Site Management

- Ensure the buildings and site are appropriately locked down and unlocked according to the day's activities
- Ensure security systems are properly functioning and are used in accordance with agreed processes
- Review security arrangements and make recommendations for improvement as necessary
- Ensure the site is kept clean and tidy
- Ensure stables are maintained in a 'ready to use' condition
- Respond to any emergencies or urgent issues that arise
- Work with Centre Manager to liaise with retailers, ensuring best value for money for grounds supplies and placing orders to ensure timely receipt of goods
- Respond to the Centre Managers requests to support on site businesses, ensuring any impact on club priorities is understood

Preparation, delivery and break down of shows and events

- Liaise with course builders to ensure the appropriate preparation of show jumping and cross-country tracks
- Assist in the building of show jumping and cross-country tracks
- Establish clear standards for the requirements of different types of competition
- Ensure all rings and courses are set to the required standard in good time for planned events
- Ensure the safe set up of judges' boxes, sound systems, lighting systems, portaloos etc
- Act as key point of contact for all grounds and facilities matters at larger shows

- Ensure all health and safety requirements have been met and contribute to the associated risk assessments
- Ensure all equipment is repaired and / or stored appropriately after the event to ensure its availability for the next event. Report all breakages and requests for replacements promptly.
- Foster strong relationships with key personnel from equestrian bodies such as BE, BS, BD and FEI

Leadership & Management of the Grounds Team members

- Ensure team members understand their roles and responsibilities, and that they adhere to the centres policies, systems and processes (particularly those relating to health and safety of staff and users)
- Provide day to day supervision of grounds team members, prioritising & progressing work to be done and delegating appropriately
- Ensure team members are competent to fulfil their duties safely, providing or arranging appropriate training
- Liaise with the Centre Manager to plan and manage the grounds team rota, (including holiday requests) to ensure appropriate staffing for the activities planned
- Provide effective support and feedback to grounds team members so that they are well motivated, productive and enjoying their work
- Join the Centre Manager to conduct annual performance reviews with grounds team members, agreeing development needs and objectives for the coming year

Key skills, competencies, experience & attitudes required.

- A self-starter with a desire to get things done
- Effective leadership and management skills
- Professional approach to work and the public
- Personable with strong communication & interpersonal skills: has the ability to work well with a diverse range of people.
- Able to manage workloads, recognise priorities and meet deadlines.
- Enthusiastic with excellent team working skills.
- 'Can do' attitude, flexible and prepared to get stuck in when needed.
- Physically fit and able to work with the team at events.

- Knowledge and experience of grounds and arena maintenance
- Good knowledge and highly competent in the use of a range of agricultural equipment
- An advanced understanding of equestrian events across a range of disciplines.