

Position title:	Horse Riding Instructor	Reports to:	Horse Area Team Leader
Program / Department:	Adventure Pathways	Primary work location/s:	Wirraway
Direct reports:	NA	Key stakeholders:	Campsite Guests
Award:	Fitness Industry Award	Classification:	REM Grade 4-6

Who we are

Baptist Care SA provides out of home care, disability care, youth education and employment, homelessness, and therapeutic support services. Established in 1913 we have a dedicated staff and volunteers who work tirelessly to help South Australians achieve their full potential. Baptist Care SA is committed to working with the State's most disadvantaged, championing local issues and connecting with people to provide transition pathways from adversity to opportunity.

Our values

Integrity Ensuring personal and corporate transparency and the highest ethical standards.	Compassion Treating people and communities with empathy, dignity and fairness.	Empowerment Releasing individual strengths that promote personal and community transformation.	Innovation Fostering a culture of continuous improvement, staff engagement and improved client outcomes.
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About the role

The Horse Riding Instructor is responsible for the provision of horse riding lessons to campers, care and feeding of horses.

Role responsibilities

Horse Session Instruction

- Instructing all horse sessions including mounted, unmounted and trail riding to a high standard
- Ensuring all equipment needed is fitted appropriately
- Assist with training and riding of horses to ensure ongoing personal and organisation accreditation with Horse Safety Australia
- Assist with the training of students and volunteers
- Ensuring horse selection and rider suitability

Horse Care and Maintenance

- Ensuring all daily jobs are completed as per the implemented schedule in a timely and thorough manner
- Assist with regular cleaning, maintenance and repairs within the horse area
- Assist with first aid to horses and support horse care providers as required

Communication and Teamwork

- Attend and participate in general staff meetings
- Provide direction for Horse Instructors and volunteers working under your supervision and assist other team members as required
- Ensuring all required records are maintained and updated, including accident reports
- Maintain regular contact with Horse Area Team Leader to raise issues and discuss personal and professional development
- Follow direction on a day-to-day basis, ensuring tasks are completed to a high standard and seeking support from the Horse Area Team leader
- Demonstrate responsiveness to guest feedback

Quality and continuous improvement

- Contribute to the ongoing review and evaluation of service delivery to ensure the continuous improvement of our services, enhancement of our client wellbeing, independence, and choice.
- Comply with relevant legislation.
- Contribute to the review and continuous improvement of our internal systems for quality assurance, reporting and monitoring.
- Ensure business and operational risks are identified and appropriately monitored and/or mitigated.

Work Health and Safety

Baptist Care SA is committed to the health, safety and wellbeing of our employees, volunteers, contractors, clients, and other people within our workplaces. As a Baptist Care SA team member, you must:

- Take reasonable care for your own and others' health and safety within the workplace.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others.
- Cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace.
- Report all injuries, illness, near misses or hazards as per Baptist Care SA's policies and procedures; and
- Participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

Know and apply Baptist Care SA policies and work directives

- Align with the Baptist Care SA strategic intent and values, including the strategic plan.
- Model and foster behaviours aligned with the Code of Conduct.
- Work harmoniously with Baptist Care employees, volunteers and other stakeholders.

About you

The qualifications you bring

- Accredited Horse Riding Instructor (Horse Safety Australia)

The experience you bring

- Highly proficient at riding and working with horses
- Strong group facilitation

- Working with children and horses in a horse arena environment

The competencies (knowledge, skills and behaviours) you bring

- An appreciation of and high-level interest in horse activities for young people
- Working knowledge of safe work practices and risk management practices and standards
- Ability to work unsupervised and as part of a team
- Ability to work effectively to a schedule with energy and flexibility
- Sound interpersonal and communication skills, including email
- Proven ability to follow systems and processes
- Demonstrated alignment to the vision, mission and values of Baptist Care SA

Other specific employment requirements

- A current and valid DHS: Child-Related Employment Screening/WWCC
- A current and valid National Police Clearance
- Training – Child Safe Environments
- Training – Apply First Aid (min HLTAID012)
- Ability to work outside of normal hours

Desired Requirements

- Accredited Trail Riding instructor (Horse Safety Australia)
- Previous experience in a faith based, community service environment
- Aboriginal and Torres Strait Islander peoples are encouraged to apply

Your confirmation of acceptance:

By signing below, I accept that I have read and understood this position description and that I agree I am able to undertake all aspects of this role.

Employee signature: _____ Date: _____

Employee name: _____

Monitoring, evaluation and review

Status:	Approved	Control:	People and Culture
Approved by:	Senior P&C Business Partner	Version:	3.0
Effective Date:	April 2024	Review Date:	April 2025