Post Title: Equine Operations & Commercial Development Manager

Place of Work: This role is based at the Hadlow Campus, but the nature of the role may require travel to any of the other College sites.

Hours of Work: 37 hours per week, 52 weeks per annum

Salary: Spot Salary

Accountable to: Principal NKC Hadlow College

Responsible for: Deputy Yard Managers

Summary:

Reporting to the Principal of NKC Hadlow College, the post holder will have overall responsibility for the leadership, management, and development of the equine yard and facilities. The role will oversee operational delivery, horse welfare standards, and the provision of high-quality practical learning experiences for students. Managing the Deputy Yard Managers, the post holder will ensure the effective coordination of resources, staff, and facilities to meet both educational and commercial objectives. The role will champion continuous improvement, stakeholder satisfaction, and sustainable growth, ensuring the centre remains a leading provider within the equestrian sector.

Duties, Responsibilities and Accountabilities:

- Promote a culture of excellence, professionalism, continuous improvement, and exceptional horse welfare across all aspects of the Equine Centre's operations, supporting both educational and commercial success.
- Provide strategic and operational oversight of the College horse herd, ensuring the availability of suitable horses that deliver an outstanding student riding experience and fully support curriculum requirements.
- Develop and maintain a strong network of equine dealers, breeders, and industry contacts to support effective herd management, horse acquisition, and replacement planning in line with curriculum and commercial needs.
- Work collaboratively with the Head of Curriculum (Equine) to ensure that horses, facilities, and other practical resources are available and appropriately allocated to support high-quality curriculum delivery.
- Lead the strategic review and management of the horse herd, developing individual horse development plans that maximise welfare, utilisation, and performance, while informing future replacement and investment decisions.
- Develop and oversee a mare and foal programme that enhances the student learning experience and provides opportunities to develop practical skills and industry-relevant knowledge.
- Ensure comprehensive and accurate records are maintained for all horses, including health, welfare, treatment, age profile, and usage data, using analysis and reporting to support evidence-based herd management and replacement strategies.
- Manage and review contractual relationships with equine service providers and suppliers, including veterinarians, farriers, dentists, feed and bedding suppliers, ensuring the delivery of high-quality services and value for money.
- Directly line manage the Deputy Yard Managers, ensuring effective planning, resource allocation, staffing levels, and operational delivery in support of curriculum requirements, horse welfare, and health and safety standards.
- Provide leadership and support to the Deputy Yard Managers in their management of Senior and Junior Equine Grooms, ensuring effective performance, accountability, and professional development across the team.

- Deliver practical sessions to learners where needed and provide short term, emergency cover to support the curriculum delivery team.
- Oversee the management, maintenance, and presentation of all equine facilities, equipment, and resources, ensuring the Centre consistently meets professional industry standards and provides a safe, welcoming, and high-quality environment.
- Act as the primary operational liaison with college support services, including Estates and Grounds teams, to develop and implement seasonal maintenance programmes that ensure facilities, grazing land, and access routes are maintained to the highest standards and remain fully compliant with health and safety requirements.
- Ensure all licences, accreditations, memberships, and regulatory requirements relating to the Equine Centre, including those associated with professional bodies such as the British Horse Society (BHS), are maintained and compliant at all times.
- Proactively develop industry partnerships, stakeholder relationships, and strategic alliances that enhance curriculum delivery, student opportunities, and commercial development.
- Work closely with the College Senior Leadership Team to identify, develop, and deliver capital investment and improvement projects that support the strategic growth and future needs of the Equine Centre.
- Monitor emerging industry trends, innovations, and best practice through professional networks and sector engagement, developing proposals for future projects and growth opportunities.
- Maintain effective and timely communication with the Head of Curriculum (Equine) on all matters relating to operational delivery, resources, horse welfare, and strategic development.
- Present regular updates to the College Senior Leadership Team on Equine Centre performance, commercial activity, financial performance, strategic priorities, and future development opportunities.
- Ensure compliance with College Health and Safety policies, statutory regulations, and industry standards across all equine facilities, equipment, machinery, and practical learning environments.
- Lead and coordinate the successful delivery of equine shows, competitions, demonstrations, and stakeholder events, ensuring they are delivered safely, professionally, and in support of both commercial objectives and student development.
- Participate in the College Appraisal Scheme.
- Work to promote and contribute to the College's Equal Opportunities Policy.
- Implement the College's policy and practice in relation to Learner/Learning Support.
- Liaise with appropriate College staff as necessary to ensure the effective use of college resources to achieve its mission, and to ensure the smooth and effective running of the College.
- Participate in the College promotional/marketing activities and assist where appropriate with a wide range of shows, competitions and events run by the College.
- Undertake such other duties as may be reasonably required of the postholder.
- Contribute to and always promote safeguarding, to ensure the safety and security of children, young people and vulnerable adults.
- Comply with the College safeguarding policy and procedure in addition to the safeguarding responsibilities within the scope of the role.
- Undertake any other reasonable duties, commensurate with this post and general level of responsibility, at your main place of work or at any other establishment for which the College provides services.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a "can do" attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives to improve performance.
5. Consistently delivers good or outstanding lessons.
6. Inspires, motivates and challenges students to achieve outstanding outcomes.
7. Leads by example.
8. Results focussed.
9. Manages resources, performance and risk.

10. Champions effective change.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION			
CRITERIA	**ESSENTIAL**	**DESIRABLE**	**ASSESSED BY**
(1) Qualifications:			
Level 4 qualification in a subject related area or evidence of extensive relevant industry experience	√		Application / Interview
A recognised first aid certificate (or a willingness to obtain one upon appointment).		√	Application / Interview
(2) Knowledge to include:			
Sound knowledge and understanding of equine, the commercial equine industry and equitation studies.	√		Application / Interview
An understanding of safeguarding in education.		√	Application / Interview
(3) Experience to include:			
Relevant practical experience in a range of activities.	√		Application/ Interview
A developed network of stakeholder relationships or previous experience of developing one.		√	Application/ Interview
Ability to communicate effectively and credibly with internal and external stakeholders.	√		Application/ Interview
Experience of working in and leading an equine yard/centre.	√		Application/ Interview
Experience of working with young people in an education environment.		√	Application/ Interview
Ability to work on own initiative and manage own time.	√		Application / Interview
Line management experience.	√		Application/ Interview
Experience of managing resources and associated budgets.	√		Application/ Interview
(4) Skills and Attributes to include:			
A commitment to establish effective partnerships and good relations between students, parents, staff and professional bodies.	√		Application / Task / Interview
A commitment to promote and lead on whole College developments and work as a member of the Equine Team to deliver results.	√		Application / Task / Interview
An ability to apply an entrepreneurial and innovative approach to new initiatives.	√		Application / Task / Interview
An ability to work under pressure and meet tight deadlines.	√		Application / Task / Interview
An ability to interpret and use Key Performance Indicators to identify issues and bring about positive change.	√		Application / Task / Interview

A commitment to driving up standards of Teaching and Learning across the College.	√		Application / Task / Interview
Can actively lead on and demonstrate commitment to the values, vision and mission of the College.	√		Application / Task / Interview
A willingness and ability to work flexibly.	√		Application / Task / Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but, in particular, the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the HR Department.

Sign:_____

Print:_____ Date:_____