



Way of the Horse Coaching Incorporated

www.wayofthehorsecoaching.com

Way of the Horse Coaching - Volunteer Chief Executive Officer - Roles and Responsibilities – March 2024

Centre management - legalities

- Public liability insurance
- Health and safety and risk assessments, annual fire/electrical/PAT testing etc
- Policies and procedures - & advising team/keeping up to date with practice
- CIC/ Incorporated Association - legalities, annual reports
- Keeping up to date on new developments/practice/research etc & sharing with team

Centre/Yard/horse management

- Overseeing horse care
- Field/yard management –fencing/muck heap removal etc
- Horse training
- Purchasing feed/bedding/tack etc etc
- Horse sourcing
- Overseeing yard/buildings/arena etc maintenance
- Overseeing classroom – bins/refreshments/furniture etc

Staff & apprentice management

- Recruitment/interviewing/Advertising/inductions HR/employment law/contracts/holiday pro rata etc
- Managing timetables & co-ordination & supervision Training staff & organising training programme at WHC
- Staff training advisor (i.e. informing on relevant EAL training opportunities) Co-ordinating team supervision

Volunteer management

- co-ordination/policies & procedures manuals recruitment/inductions
- Organising training programme expenses/ legalities/DBS etc

Referral co-ordination

- liaison with social workers/teachers/schools/parents etc staff co-ordination of sessions/timetabling
- creating and updating application and all other forms worksheets/quizzes etc
- taster sessions and covering staff sickness etc

Evaluation & Monitoring

- Overseeing evaluation at Way of the Horse Coaching – training staff in tools & co-ordinating collection
- Evaluating evaluation and creating reports for annual reviews
- Feeding evaluation back to referrers
- Creating feedback forms etc
- Keeping up to date with evaluation methods – liaising with other agencies/training etc

Educational curriculum

- Setting up & managing partnership with educational providers
- Managing education co-ordinator & other staff delivering horse care course Developing quiz/s/worksheets
- Organising other courses

Finance

- book-keeping/accounts/invoicing clients/ paying staff
- annual accounts – with Treasurer
- cashflows/projections/budgets – with Treasurer

Fundraising

- Applications
- Events

Admin

- Point of contact for telephone/email enquiries
- Overseeing/updating business plan
- Annual report – with Public Officer
- Office management – stock-keeping office supplies/worksheets/session forms etc
- Office equipment – photocopier/printer/ink etc

Marketing

- Website
- Mailchimp/newsletters
- Leaflets/other artwork/Display board
- Facebook
- Press releases & articles – writing and sending out

