



NEWCASTLE

Position:	Assistant Stable Manager
Reporting to:	Stable Manager
Responsible for:	Assisting in the compliant delivery of Stable Management Operations inclusive of supervisory duties in the absence of the Stable Manager.
Contract type:	Fixed Term Contract
Hours of work:	20

Assistant stable management overview:

- Assist management of compliance, delivery and presentation in the following areas:
 - The Stables
 - The Stable Yard
 - The Stables Office
 - The Horse Box Loading Ramp and Car Park
- Assist management of Bookings and Horseperson liaison.
- Assist maintenance of Racecourse Stable Hygiene Record in line with BHAGI requirements.
- Assist management of casual staffing.
- Take supervisory lead in the absence of the Stable Manager.

Working alongside the Stable Manager, key responsibilities for the role will include:

- To ensure that the Stables are maintained to a compliant and best practice standard of safety, hygiene and presentation.
- To review working practices in each area, challenging historic practices and looking for improved methods of work.
- To ensure that casual stable staff work to high and precise standards, continually improving attention to detail and care of the stables in general.
- To ensure that equipment is maintained, functional and properly stored.
- Be proactive in addressing issues in any of the above areas, either dealing with them directly or reaching out to the Stable Manager for support as required.
- Ensure compliance with both in-house regulations and the BHA General Instructions.
- Ensure compliance with Company Health and Safety Policy and Procedures



- Be prepared to work flexibly bearing in mind that frequent unsocial hours inclusive of late evenings, weekends and Bank Holidays are a regular feature of work in the Racing Industry.

Personality:

You are to demonstrate;

- Excellent communication and organisational skills
- Ability to work well under pressure
- A systematic approach to tasks
- A proactive approach to problem solving
- Integrity
- Flexibility
- Commitment
- Positivity

Qualifications and experience:

- Previous experience in a similar role and/or other yard management experience.

Key Performance Indicators:

1. A strong and effective working relationship with the Stable Manager.
2. Effective management of casual staff team.
3. Site and Stable presentation.
4. Horseperson feedback inclusive of NARS (National Association of Racing Staff) scoring.
5. Stakeholder Relationships (Racing Staff and BHA staff)

Other

To comply with all Company Health and Safety Policy and Procedures. This relates to:

- Standards and procedures of correct working practices
- The review of risk assessments in association with the Stable Manager
- COSHH regulations
- Use of Personal Protective Equipment

To control wastage and operate according to the Companies environment policy with regard to:

- Bedding stock control and waste minimisation
- Care and maintenance of equipment to prolong its life
- Minimising energy wastage by switching off unused lights and heating

This role requires high levels of integrity, proactivity and responsibility. The Assistant Stable Manger is a key customer facing ambassador for ARC and for our site. They should take personal responsibility for finding out about our race programme and objectives and strive to represent the Company in the most professional, courteous and efficient manner possible.



The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Signed by Employee..... Date.....

Signed by Line Manager..... Date.....