



JOB DESCRIPTION

Job Title: RDA Coach
Reports to: Centre Manager
Based at: Lowlands Equestrian Centre, Warwickshire
Hours: **Flexible working available:** This role is advertised as **30 hours per week, Tuesday to Saturday**, but we're happy to consider flexible working patterns. The role can be shared between two or more people, so we'd encourage you to apply even if you can't work all the advertised hours or days.
Contract Type: Permanent
Salary: £24,947

Role Purpose

The RDA Coach is responsible for the planning, coordination, and delivery of safe, effective, and engaging sessions at Lowlands Equestrian Centre. The Coach role ensures that all sessions meet the needs of disabled riders while maintaining high standards of equine welfare, volunteer support, and compliance with RDA guidelines.

Key Responsibilities

Session Delivery

- Lead and deliver all ridden sessions, ensuring they are safe, inclusive, and tailored to individual rider needs.
- Lead other activities at the centre when needed.
- Complete session risk assessments and retain responsibility for maintaining safety throughout.
- Take overall responsibility for the effective running of sessions, including setup, delivery, and close-down.
- Ensure all sessions align with RDA standards and best practice.
- Coordination of volunteers to ensure adequate support for participants.

Session Planning

- Plan structured and progressive ridden sessions to support rider development and enjoyment.
- Adapt session plans to meet the varying abilities and goals of riders.
- Contribute to the overall activity plan, identifying ways to increase efficiency, session quality and volume.

Assessment & Rider Development

- Carry out rider assessments to facilitate progression and ensure appropriate support is in place.
- Identify when further advice and therapy support are required to assess safety for riders.
- Complete and maintain Risk Assessments (RA) relevant to ridden activities.
- Monitor rider progress and adjust sessions accordingly.

Horse Allocation

In partnership with the Equine Team:

- allocate suitable horses to riders based on:
 - Rider ability and needs
 - Horse suitability, fitness, and temperament
- ensure horse workload is appropriate and balanced.

Record Keeping

- Maintain accurate and up-to-date records for sessions, including:
 - Attendance
 - Rider progress and assessments
 - Any incidents or concerns

Volunteer Coordination & Training

- Coordinate volunteers for ridden sessions, ensuring appropriate roles are filled (e.g., side walkers, leaders).
- Provide clear briefings before sessions and debriefs where required.
- Deliver training and guidance to volunteers to ensure safe and effective support during sessions.
- Monitor volunteer performance and safety, identifying any training needs or safety concerns and providing the appropriate support where needed.

Health, Safety & Welfare

- Ensure all sessions operate in line with health and safety requirements and RDA policies.
- Monitor both rider and horse welfare during sessions, taking action where necessary.
- Report and record any incidents or concerns promptly

Person Specification

Essential Criteria

- Coaching qualification (RDA Coach, BHS Stage 2 Coach or equivalent).
- Experience of delivering ridden sessions, ideally within a therapeutic or educational setting.
- Strong understanding of equine behaviour, welfare, and suitability for ridden work.
- Experience of working with volunteers and coordinating teams.
- Ability to assess rider ability and adapt sessions accordingly.
- Good organisational and record-keeping skills.
- Knowledge of health and safety requirements in an equine environment.
- Excellent communication and interpersonal skills.

Desirable Criteria

- Experience working within an RDA-approved centre or RDA Group.
- First Aid qualification.

- Safeguarding training.
- Experience of working with individuals with additional needs or disabilities.

Personal Attributes

- Patient, empathetic, and supportive approach.
- Confident leader with the ability to direct sessions effectively.
- Calm and decisive under pressure.
- Highly organised and reliable.
- Commitment to inclusion, accessibility, and high welfare standards.
- Committed to continuously improving coaching practice and development