

# NATIONAL COAL MINING MUSEUM

All employees work for the National Coal Mining Museum for England, which is a charitable company limited by guarantee, registered with the Charity Commission and Companies House. The charity has been created to ensure that Caphouse Colliery is preserved as a vitally important part of our national heritage and protected for future generations. It aims to do this by keeping coal mining alive through collecting and preserving the industry's rich heritage and creating enjoyable and inspiring ways for people of all ages, backgrounds and abilities to engage with the story of coal, and its aftermath. To do these things requires a safe, efficient, accountable, inventive and resilient organisation.

Your post is designed to contribute to our aims and objectives.

## 1. POST DETAILS

1.1. Title: Horsekeeper

1.2. Reference:

1.3. Location: New Road, Overton, Wakefield

## 2. REPORTING TO:

Horsekeeper Supervisor

## 3. SUPERVISORY RESPONSIBILITIES:

Nil

## 4. OVERALL PURPOSE OF POST:

To be responsible for the training, welfare, cleanliness and showing of the Museum's stock of horses.

## 5. SPECIFIC TASK AREAS:

### 5.1. General Duties:

- Ensure stables are maintained to a high standard of cleanliness.
- Keep the horses clean and presentable, ensuring that they are accustomed to the general public, behave properly and as appropriate,
- Monitor the health and welfare of the horses, including shoeing requirements, and ensuring internal or professional veterinary advice is sought when necessary.
- Keep tack clean and in good repair, utilizing external repairers or saddlers as necessary.
- Ensure all brass-work is regularly polished.
- Attend off-site galas, fetes and shows with the horses in order to promote the Museum and its attractions.
- Attend one-off special events as requested by members of the public and approved by the next level of management.
- Provide talks to school and other groups about the role of pit ponies during horseshoeing and other demonstrations.
- Allocate grazing using electric fencing, monitor fencing in general and maintain vigilant attention to the removal of poisonous weeds etc.
- Contribute to local radio and televised news programmes, documentaries and film clips when previously approved by managers.
- Maintain a network of contacts with other museum horsekeepers in order to maximize knowledge and therefore benefit the Museum.
- Keep up to date with horse management methods and techniques, either via the Museum's reference library, through training or through personal contacts.

### 5.2. Other Duties:

- Undertake other duties at a comparable level of responsibility when required.

### 5.3. Special Features:

- The post-holder will be required on occasions to work evenings, weekends and bank holidays.

## 6. PERSONAL CONTACT:

### 6.1. Internal:

- Member of the Museum Staff especially; Executive Assistant, Museum guides, Blacksmith, especially the Marketing Section and the Mine Manager.

## 6.2. External:

- Other museum horsekeepers.
- RSPCA and other veterinary professionals.
- Outside suppliers (feed merchants, saddlers, etc.).
- Members of the media (occasionally).
- Members of the public.

## 7. QUALIFICATIONS AND SKILLS:

- Formal horsekeeping and training qualifications would be an advantage but practical knowledge, coupled with demonstrable vocational skills gained through experience are acceptable substitutes.
- A basic knowledge of the role of horses within the mining industry would be desirable.
- Effective communication skills in order to be able to conduct talks, impart knowledge to school groups and other members of the public and answer any forthcoming questions and queries.

## 8. HEALTH AND SAFETY:

8.1. In accordance with sections 7 and 8 of the 1974 Health and Safety at Work Act ensure the health and safety of all staff and resources within the post-holder's area of responsibility, i.e. delegated responsibility in relation to the post-holder's duties and personal responsibilities.

8.2. In addition, the Management of the Health and Safety at Work Regulations

1992 detail the following:

- Employees must inform their employer or supervisor of any work situation that might present a serious and imminent danger to health and safety.
- Employees must inform their employer or supervisor of any shortcomings in the health and safety arrangements, even when no danger exists.

## 9. EQUAL OPPORTUNITIES:

9.1. The post-holder's duties must at all times be carried out in accordance with the Museum's Equal Opportunities Policy and other policies designed to protect employees or the Museum's users from harassment.

9.2. It is the duty of the post-holder not to act in a prejudicial manner towards the Museum's users or employees. The post-holder should also counteract such practice or behaviour by challenging it or reporting it.