

# BRANSBY

— HORSES —



*Job opportunities*  
at Bransby Horses



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# A word from Chief Executive Officer, Joanne Snell

Thank you for your interest in Bransby Horses. Our charity is evolving and we are doing more than ever to help equines in need of rescue, rehabilitation and rehoming. Our teams are highly skilled, enthusiastic and resourceful people who have the best interests of the animals at the heart of everything we do.

Bransby Horses is a growing charity with ever increasing demands on our services, as such, we are constantly advancing to ensure we can meet these demands to provide the best care to equines both in the charity's ownership and within the wider community.

If you have the vehement commitment to equine welfare, feel you meet the requirements of the job description and person specification and believe in our vision for the future, we look forward to receiving your application.





# History: Five decades of equine welfare

Charity founder, Mr Peter Hunt, rescued his first horse in 1947. Sally was a four-year-old mare who was kept near a bombsite in South London. She was found tearing about with a tyre around her neck after the furniture van she was kept in had overturned in a storm. Peter rescued the young mare and when he moved to Bransby, Lincolnshire, to start the charity in 1968, Sally came too. We are now caring for more than 300 horses, donkeys and mules onsite; the highest number in the charity's history.

In recent years, the demand for rescue has seen a dramatic increase for various reasons, including a lack of knowledge and financial hardship.

Thanks to public donations and legacies, a specialist quarantine unit (The Animal Reception Centre) was

opened, to improve biosecurity and to enable the charity to cope better with the influx of equines in desperate need of help.

Although equine welfare will always be our primary purpose, the site has become a well-respected visitor attraction in its own right. Bransby Horses has been awarded the Trip Advisor Certificate of Excellence for three consecutive years and is a Quality Assured Visitor Attraction with a 5\* hygiene rated Café. With more than 30,000 visitors per year, we are happy to share our knowledge and educate the public on matters of equine welfare in the hope that we can build a brighter, healthier future for equines in the community.





# Our objectives

Our main objectives are to prevent and relieve cruelty to horses, to protect them from unnecessary suffering and to promote knowledge of their care.

## We are:

- Committed to rescue
- Committed to providing a safe haven
- Committed to providing support and learning opportunities
- Committed to developing our people
- Committed to protecting and developing our resources

## The values of the charity are:

- Progressive
- Inspirational
- Caring
- Knowledgeable

## The objectives of the charity are:

- To prevent and relieve cruelty to horses (which expression shall herein include ponies, mules and donkeys), to protect them from unnecessary suffering and for that purpose to promote knowledge of their proper care and treatment among the public.
- To ameliorate the pain and suffering of horses which are for any reason unfit for work or in need of care by the provision maintenance and management of a home of rest or homes of rest, stabling and grazing, or by the provision of suitable work under the supervision of the Society or by arranging for their painless destruction or by any combination of such means aforesaid.
- To make grants or such other assistance as is suitable in the circumstances for the prevention of suffering to horses.





# Our work in welfare

## Rescue

It is a sad fact that every day in Britain, horses, ponies, donkeys and mules are neglected, mistreated or abandoned. Bransby Horses is dedicated to rescuing those animals most in need, helping them put tragic or painful pasts behind them and providing them with the secure future they deserve. We offer non-judgemental advice and support to owners so that we can help even more horses before rescue becomes necessary. Bransby Horses reaches some of the most neglected and vulnerable horses across the UK. Many new arrivals are suffering from starvation, neglect, injury or disease. Some may also be very frightened of human contact due to previous bad experiences.

## Rehabilitation

Rescuing an animal and bringing it into the security of the charity is just the beginning of what may be a long road to recovery. Rehabilitation can take weeks, months or even years but by providing good care, veterinary support and kind handling, most horses will develop trust. Others may never accept human contact. The charity works closely with each animal, ensuring their rehabilitation programmes are tailored to each of their individual needs. Many horses are rehabilitated to a point where they can go on to enjoy life in a carefully selected

foster home. Those that are elderly, have ongoing health issues or remain very nervous will stay with us here at the charity.

## Sanctuary care

Bransby Horses is proud to provide so many equines with sanctuary care. Many rescued horses have long-term medical problems that may be difficult or expensive to treat. Other horses may always be nervous of humans and feel much more secure living within a herd environment. Horses that require a lot of dedication, time and money to look after often struggle to find the special home they need and so are sadly more vulnerable to neglect or abandonment. Rescued animals requiring experienced care and handling will always have the security and patience they need here at Bransby Horses.

## Rehoming

The Bransby Horses successful Friend for Life rehoming scheme offers some of our equines the chance to enjoy life in a carefully selected loan home, whilst freeing up time and space at the charity for the rescue and rehabilitation of more animals in need of help.





# Why work for Bransby Horses?

- 4% contribution to pension
- A minimum of 30 days holiday (including Bank Holidays)
- Birthday Leave
- Buy up to 5 extra days holiday (pro rata)
- Generous discount in gift shop and café
- Wellbeing programme
- Excellent work environment in 600 acre rural setting
- Contribute to improving equine welfare
- Uniform provided
- Employee tab for café and gift shop (comes out of salary)
- Continuous professional development opportunities
- Regular staff networking events
- Childcare vouchers
- Professional subscription paid
- Buddy scheme
- Bicycle scheme
- Computer scheme
- You will have access to Health & Wellbeing Cash Plan paid for by Bransby Horses, which includes:
  - 24/7 GP Advice Line
  - Employee Assistance Helpline
  - Cash back for dental, opticians and therapies.





# Privacy statement

## Privacy statement – Job applicants

As part of any recruitment process, the charity collects and processes personal data relating to job applicants. The charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does the charity collect?

The charity collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Whether or not you have a disability for which the charity needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The charity may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. The charity may also collect personal data about you from third parties, such as references supplied by former employers. The charity will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including shared drives and email).

### Why does the charity process personal data?

The charity needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the charity needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts. The charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the charity to manage the recruitment process, assess and confirm a candidate's suitability for

employment and decide whom to offer a job. The charity may also need to process data from job applicants to respond to and defend against legal claims.

The charity may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The charity will not use your data for any purpose other than the recruitment exercise for which you have applied, unless you have specifically consented to allowing us to keep your details on file for six months.

### Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes HR, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The charity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The charity will then share your data with former employers to obtain references for you.

The charity will not transfer your data outside the European Economic Area.

### How does the charity protect data?

The charity takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Only the recruiting manager and HR manager has access to the application forms received and regular audits take place to ensure that data isn't kept for longer than necessary.

### For how long does the charity keep data?

If your application for employment is unsuccessful, the charity will hold your data on file for one year after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained



during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain an accessible copy of your data on request;
- Require the charity to change incorrect or incomplete data;
- Require the charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where the charity is relying on its legitimate interests as the legal ground for processing.
- Ask that your data is ported to different service for your own purpose;
- Have rights with regards to automated decision

making processes. However employment decisions are not based solely on automated decision-making within the charity.

If you would like to exercise any of these rights, please email **[recruitment@bransbyhorses.co.uk](mailto:recruitment@bransbyhorses.co.uk)**.

If you believe that the charity has not complied with your data protection rights, you can complain to the Information Commissioner.

### What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the charity during the recruitment process. However, if you do not provide the information, the charity may not be able to process your application properly or at all.





# Guidance for completing application form

To apply, please complete the application form that can be found on our website at [BransbyHorses.co.uk/getinvolved/workwithus](https://BransbyHorses.co.uk/getinvolved/workwithus)

Alternatively, print and complete the copy attached at the end of the pack and send it back to the HR Department by post to **Bransby Horses, Bransby, Lincoln LN1 2PH**.

Further information – if you have any questions or wish to discuss this post before submitting an application, please contact the HR Department on **07485 305987** or by email to [recruitment@bransbyhorses.co.uk](mailto:recruitment@bransbyhorses.co.uk).

It is essential that you read the job description and person specification and have them to hand when completing the application form.

## Personal details

- It may be useful to supply two phone numbers in case we need to contact you for an interview.
- Due to our remote location, it is often useful to be able to drive and have access to a vehicle.

## Right to live and work in the UK

- All employers are required by law to check that you have the right to live and work in the UK.
- We will therefore ask for evidence of this to be brought to your interview for checking. Guidance as to what evidence is required will be provided if shortlisted.

## Equality and diversity monitoring

Bransby Horses is an equal opportunities employer and will seek to ensure that candidates and employees are treated equitably regardless of their gender, race, colour, ethnic or national origins, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, maternity or paternity, family responsibilities, sex and/or sexual orientation. We ask for this information to ensure that the Charity does not discriminate under the Equality Act 2010 and encourage equality and diversity throughout the recruitment process and subsequently the workforce. This information is not passed to the recruiting manager and will not prejudice your application. This information will be kept secure within the HR Department.

## Education, qualifications and training

- List all schools, colleges or universities attended and all relevant qualifications achieved. You should include any qualification for which you are currently studying.
- We will require evidence of your highest and/or relevant qualification before confirming an appointment and may check your qualifications with the awarding body.
- Qualifications are not always essential for all posts; you may have undertaken other training that is just as relevant, therefore, please provide details of any

training you have had which is relevant to the job. This may include any on-the-job training as well as formal training courses.

## Current and previous employment:

- You must include all previous employment including periods of voluntary work.
- Any breaks between employment or education and employment should be entered as a separate entry and fully explained.

## Supporting statement

- This section should be used to tell us how you think you meet each of the selection criteria listed on the person specification.
- Draw particular attention to your experience, skills, achievements and knowledge gained in past employment (including community/ voluntary work, work in the home or leisure interests) or other activities relevant to the job.
- Give examples of the work you have been involved in and remember to specify your own responsibilities rather than those of your department.

## Referees

- We require a minimum of two references which will be sought after the interview.
- You must provide your most recent/current employer as a referee.
- For any gaps in employment, you will need to provide a character reference.
- If you are a school/college leaver, please provide details of your head teacher/tutor and also the manager of your most recent work placement, if applicable.
- You should not be related to your referees.

## Vacancy source

- Please let us know where you first saw the post advertised so that we can monitor the effectiveness of our recruitment advertising.

## Applicant declaration

- The information you have provided should be true and accurate and in particular, you should not have omitted any material facts which may have a bearing on your application.
- Any contract of employment will be offered on the basis of the information you have provided.
- Information which you give on this form will be processed in accordance with Data Protection Act 1998.

Please read your application form carefully before submitting it to ensure that it is fully completed and that all information is accurate. Please follow the link to read our privacy statement: [BransbyHorses.co.uk/our-promise-to-](https://BransbyHorses.co.uk/our-promise-to-)



# Recruitment Process

## Selection

- The information you give us in your application form is the only information we use for selection. The equality and diversity data capture will be redacted from your form prior to being sent to the recruiting manager and therefore will not be taken into consideration, under any circumstances.
- We do not consider previous applications or personal knowledge of you.
- Your information will be entered into a matrix and all candidates will be scored against the person specification criteria.
- In order to be selected for interview, candidates must at least meet all of the essential criteria
- If we have a large amount of applicants the desirable criteria will be considered to reduce the numbers.

## Interview

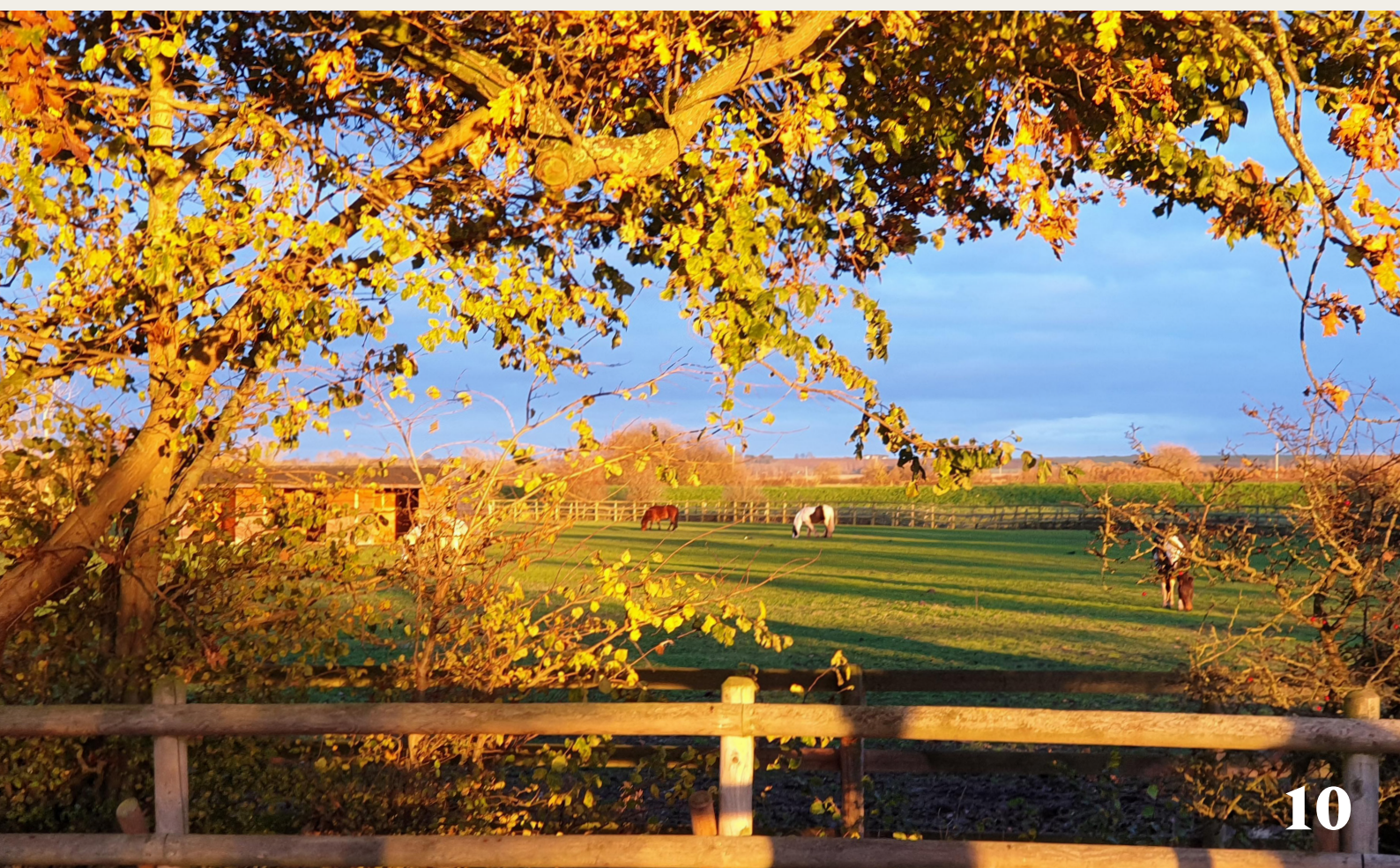
- If you are shortlisted you may be contacted initially by telephone to invite you to an interview.
- This will be followed up with a letter or email confirming the details.
- The interview process can vary from role to role. Some may include practical assessments or presentation; some may just involve a panel interview.
- Following the interviews, you should be contacted within one week with feedback.

## Appointment

- If you are successful, we will send you a letter giving you a conditional job offer. This means certain conditions, such as medical clearance and referencing have to be met before the job can be confirmed.
- You should not resign from your current job until these conditions have been met and the job offer has been confirmed.
- We will contact your referees to request a reference at this stage.
- All appointments to employment are subject to the successful applicant satisfying us that they are medically fit for the post or able to do it with reasonable changes.
- Once all of the pre-employment checks have been completed you will be contacted to arrange a start date.

## Probationary period

- There is a minimum probation period of six months for all new starters.
- Probation periods can be extended by a further three months.
- In compliance with the employer pension duties under the Pensions Act 2008, you will be automatically enrolled as an active member of our pension scheme, after the first three months of your employment.





# Application for employment

## Personal details

Position applied for:

Title:  Surname:  Forename(s):

Address:

Postcode:

Telephone:  Email:

Current Driving Licence ?      Yes ☐      No ☐      Expiry:

Details of any endorsements:

If you are not a British or Irish citizen you require permission to work in the UK. This will normally be in the form of a visa, however, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme. Please refer to the UK Visa and Immigration for further information and consider your eligibility requirements to work in the UK prior to your application.

I confirm that I have the right to work in the UK ☐

## Education history

School/College/University:

Qualifications:

End Date:

School/College/University:

Qualifications:

End Date:



Other relevant training:

## Employment history

Employer:

Job title:  Salary:

Key roles and responsibilities:

From:  To:

Reason for leaving:

Employer:

Job title:  Salary:

Key roles and responsibilities:

From:  To:

Reason for leaving:



Employer:

Job title:  Salary:

Key roles and responsibilities:

From:  To:

Reason for leaving:

Employer:

Job title:  Salary:

Key roles and responsibilities:

From:  To:

Reason for leaving:

Other previous employment:



## References

Please provide details of two persons (one being your most recent employer), who can provide employment references. If you have not had more than one employer, please provide an additional character referee or educational..

Name:

Relationship:

Telephone:

Email:

Name:

Relationship:

Telephone:

Email:



### Supporting Statement

Please detail any experience or skills that you feel would enable you to match the requirements in the job description and person specification. This section should be completed with reference to the person specification, ensuring you demonstrate that you meet all the essential criteria and where possible the desirable criteria.



## Equality and Diversity

Bransby Horses is committed to equality of opportunity and strives to create an inclusive and diverse working environment. We therefore welcome applications from all sections of the community.

The information we ask you to provide via this Equal Opportunities Form is "sensitive personal data" and requires your explicit consent before we can process it. This information will be processed for monitoring purposes to assess the effectiveness of our equal opportunities and diversity efforts. This information will not be seen by the interview panel or used in any way for the purposes of selection. Any data from this form will only be used in an anonymised form (so you cannot be identified from it) and are only shared within relevant internal functions.

Completion of this form is voluntary and if you do not wish to answer any question(s), this will not affect your application in any way. For more information on what personal data we collect and why, please read our HR Privacy Statement.

### Gender

Man ☐ Woman ☐ Intersex ☐ Non-binary ☐ Prefer not to say ☐

If you prefer to use your own term, please specify here

### Are you married or in a civil partnership?

Yes ☐ No ☐ Prefer not to say ☐

### Age

16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐

50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐ Prefer not to say ☐

### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

|  |  |  |
|--|--|--|
| Arab <input type="checkbox"/>                                | Asian or Asian British: Indian <input type="checkbox"/>    | Asian or Asian British: Pakistani <input type="checkbox"/> |
| Asian or Asian British: Bangladeshi <input type="checkbox"/> | Asian or Asian British: Chinese <input type="checkbox"/>   | Asian or Asian British: Other <input type="checkbox"/>     |
| Black or Black British: African <input type="checkbox"/>     | Black or Black British: Caribbean <input type="checkbox"/> | Black or Black British: Other <input type="checkbox"/>     |
| Mixed: White and Black Caribbean <input type="checkbox"/>    | Mixed: White and Black African <input type="checkbox"/>    | Mixed: White and Asian <input type="checkbox"/>            |
| Mixed: Other <input type="checkbox"/>                        | White: British <input type="checkbox"/>                    | White: Irish <input type="checkbox"/>                      |
| White: Other <input type="checkbox"/>                        |  |  |

If any other ethnic group or you prefer your own definition, please specify here:

Prefer not to say ☐



**Do you consider yourself to have a disability or health condition?**

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your ability to give your best at work?

Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐ Prefer not to say ☐

If you prefer to use your own term, please specify here:

**What is your religion or belief?**

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐

Jewish ☐ Muslim ☐ Sikh ☐ Prefer not to say ☐

If other religion or belief, please specify here:

**What is your current working pattern?**

Full-time ☐ Part-time ☐ Prefer not to say ☐

**What is your flexible working arrangement?**

None ☐ Flexi-time ☐ Staggered hours ☐ Term-time hours ☐ Annualised hours ☐

Job-share ☐ Flexible shifts ☐ Compressed hours ☐ Homeworking ☐ Prefer not to say ☐

If other, please specify here:

**Do you have caring responsibilities? If yes, please tick all that apply**

None ☐ Primary carer of a child/children (under 18) ☐

Primary carer of disabled child/children ☐ Primary carer of disabled adult (18 and over) ☐

Primary carer of older person ☐ Secondary carer (another person carries out the main caring role) ☐

Prefer not to say ☐



## Declaration

☐ I confirm that the information I have provided is accurate and to the best of my knowledge. I understand that if any false or misleading information is given Bransby Horses reserves the right to terminate any employment contract offered.

☐ **I have read and understood how the charity will process my data, as per the privacy statement.**  
[BransbyHorses.co.uk/privacy-cookie-policy](https://BransbyHorses.co.uk/privacy-cookie-policy)

Signature:

Date:

Please could you tell us how you heard about this vacancy:

Please return this form by post to:

**HR Department  
Bransby Horses  
Bransby House  
Bransby  
Lincoln  
LN1 2PH**

Or by email to **[recruitment@bransbyhorses.co.uk](mailto:recruitment@bransbyhorses.co.uk)**