



JOB DESCRIPTION

Job Title: Liveried Helper

Department: Lord Chamberlain's Office

Section/Branch: The Royal Mews

Location: The Royal Mews, Buckingham Palace

Reporting to: Coachman

Job Context

The Royal Mews at Buckingham Palace is the department which supplies all carriages and motor vehicles for State and ceremonial occasions. In addition to providing its ceremonial output, The Royal Mews is also responsible for caring for and training The Queen's carriage horses; maintaining the carriages (of which some are on public display) and keeping all working vehicles in pristine condition.

Job Purpose

The Stables team at the Royal Mews are responsible for all aspects of horse care, including cleaning and maintaining harness and liveries and vehicles. With appropriate supervision and guidance, Liveried Helpers assist in the training and development of ridden and driving horses and are on parade during State and ceremonial occasions.

Job Dimensions

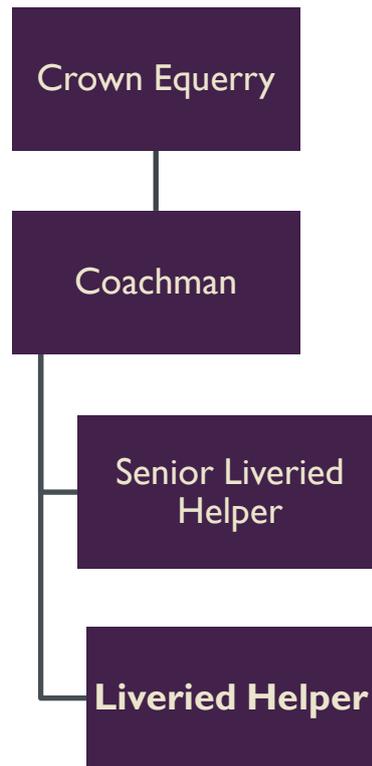
The job-holder has no line management, budgetary or policy-making responsibility. The job holder will be part of a team of 23, Coachman and Liveried Helpers, plus other supporting staff, who together are responsible for the care and upkeep of up to 32 horses and a large number of carriages and harness.

Decision Making Responsibilities

The job-holder is expected to work with minimal supervision and would refer any problems that may arise to the set Coachman.



Organisational Chart



Principal Accountabilities

- To carry out stable management duties in accordance with the Coachman's direction, which will include overnight availability when on duty.
- To exercise horses on a daily basis, which may be in the Riding School or in the local area to Victoria. This may be ridden or driven, singles or pairs.
- To assist the Coachman in the training of young horses.
- To assist in the regular and further training of harness horses.
- To assist, ride and drive on State and ceremonial occasions.
- To carry out cleanliness and maintenance of saddlery and harness on a daily basis.
- To maintain the highest standards of performance, productivity and turn out expected at the Royal Mews



Practical Requirements

The post-holder is principally based at the Royal Mews, Buckingham Palace, however, they will be expected to travel to other locations when required, such as Windsor Castle, Hampton Court and any locations where the team are expected to perform.

Due to the nature of the role, a flexible attitude to working hours will be essential.

Additionally, the job holder should be capable of undertaking a physically demanding role.

Due to the nature of the position, the post-holder is required to live onsite, for which there is a salary abatement.

Person Specification

Household Competencies

- be able to communicate clearly and effectively;
- be able to work cohesively within different team dynamics;
- possess a proactive and productive attitude to work; and,
- takes pride in maintaining high standards at all times.

Technical Competencies

- be a capable and confident rider;

Qualifications, knowledge and experience

- be proficient in all aspects of stable management;
- has experience of driving horses;
- has experience of postillion driving; and
- possesses recognised equine qualification(s) (e.g. BHS, BDS, NVQ, Equine Diploma or equivalent)