

WORSHIPFUL COMPANY OF FARRIERS

RECRUITMENT OF REGISTRAR AND CRAFT SECRETARY

INFORMATION PACK FOR CANDIDATES

The closing date for applications is 1200 midday, Friday 16th November 2018

Message from David Buckton, Master of the Worshipful Company of Farriers (WCF)

Dear Candidate

Thank you for your interest in this appointment. The Registrar and Craft Secretary of the WCF is an important executive role, responsible for the management and organisation of the WCF's examinations and other matters related to the profession and craft of farriery.

The purpose of this information pack is to set out:

- The responsibilities of the WCF in securing excellence in farriery for the welfare of the horse
- The role of the Registrar and Craft Secretary
- The competences, knowledge and experience required of applicants for post of the Registrar and Craft Secretary.

The conduct of farriery in the UK is governed by the Farriers (Registration) Act 1975, as amended:

“An Act to prevent and avoid suffering by and cruelty to horses arising from the shoeing of horses by unskilled persons; to promote the proper shoeing of horses; to promote the training of farriers and shoeing smiths; to provide for the establishment of a Farrier Registration Council to register persons engaged in farriery and the shoeing of horses; to prohibit the shoeing of horses by unqualified persons; and for purposes connected therewith.”

The role is wide ranging from strategic thinking and decision making to basic organisational and administrative matters, from working at home to some travel within the UK and abroad.

So, if you believe you have the necessary skills and aptitude we seek, and wish to take up the dual roles of Registrar and Craft Secretary please make an application to us no later than 16th November 2018, by email addressed to theclerk@wcf.org.uk.

Yours sincerely

David Buckton

Master, WCF

About the Worshipful Company of Farriers (WCF)

The WCF has as its primary objective the welfare of the horse through encouragement and improvement of the craft of farriery to the best possible standards.

As with other City Livery Companies, the WCF is a descendant of the original City Guilds. The first records go back as far as the middle of the 14th century.

In 1889, the WCF saw the need to examine and register farriers throughout the country. In the following year the first scheme was set up for the training, examination and registration of farriers. This examination was called Registered Shoeing Smith (RSS) which subsequently became the Diploma of the Worshipful Company of Farriers (DipWCF). In 1907, the WCF realised a need for farriers capable of corrective shoeing and introduced a higher examination now known as the Associate of the Worshipful Company of Farriers (AWCF). The Fellowship examination (FWCF) was introduced in 1923 to test the ability of farriers to teach, write on the science of farriery and examine. These three examinations have evolved to include the practice of modern farriery.

The WCF was instrumental in the instigation of the Farriers Registration Act of 1975 and 1977. Section 1 of the Act consolidates the WCF's objective into statute:

“The Worshipful Company of Farriers shall have the general function of securing adequate standards of competence and conduct among persons engaged in shoeing horses (hereinafter referred to as “farriers”) and shall promote, encourage and advance the art and science of farriery and education in connection with the said art and science”.

The Act also created a statutory body, the Farriers Registration Council (FRC). The WCF appoints three representatives to the Council. It is illegal to shoe horses in England, Wales and Scotland without being registered with the FRC.

The WCF's Diploma Examination, the DipWCF, is a qualification recognised by OFQUAL. The DipWCF is approved by the FRC and all apprentices must pass the DipWCF to be registered with the Council. The apprenticeship is part work based with an Approved Training Farrier (ATF) and part college based. It has recently become a requirement for a farrier wishing to take on apprentices to hold the AWCF before becoming an ATF.

Governance of the WCF is the responsibility of the Court whose senior officers are the Master and three Wardens. Management of the WCF's primary objective is administered by the Examination Board and Craft Committee.

Role of the Examination Board (EB)

Farrier Examiners and Veterinary Examiners are members of the EB. For practical purposes management of the EB is conducted by a smaller committee, the Examinations Executive Group (EEG). The role of the EB is:

- To prepare a syllabus for each of the WCF's examinations and be responsible to the Court for the organisation and conduct of the examinations
- To propose to the Court conditions to be observed by those intending to present themselves for the WCF's examinations
- To recommend suitably qualified persons for appointment as examiners by the Court
- To determine from time to time the level that any candidate must achieve to pass the WCF's examinations and which candidates achieve that level.

Role of the Craft Committee (CC)

- To keep under review the theory practice and development of farriery
- To propose to the Court steps which the Company might take to further to the development of farriery
- To arrange conferences and seminars for the discussion of matters connected with farriery and the dissemination of knowledge of new developments of interest to farrier
- To arrange the WCF's awards in farriery and best shod competitions
- To recommend to the Court persons suitable for the award of the FWCF
- To deal with all other matters relating to the profession of farriery that do not fall under the direct remit of the EB.

Role of the Craft Policy and Planning Group (CPP)

- To formulate Company policy on behalf of the Court and to advise on strategic decisions relating to Craft matters
- To formulate directives and set priorities for the EB/CC to carry out
- To give considerations to any proposals, recommendations or queries raised by the EB/CC and/or the Court
- To keep under review Company strategy as it relates to the Craft in the widest possible context, including the interaction of the Craft with the equine world and the equine world's perception of the Craft

Role of the Registrar and Craft Secretary

- To manage, organise and attend the WCF's examinations, the DipWCF, AWCF and FWCF, in the UK and abroad
- To liaise with the FRC and Colleges regarding the DipWCF
- To manage, organise and attend examiners' training and standardisation days
- To master and retain memory of relatively complex regulations concerning the administration of the WCF examination portfolio
- To organise, attend and record meetings of the EEG, EB, CC and CPP
- To organise and attend the twice annual WCF Presentation Ceremonies, including ensuring that the various WCF special awards are given to the correct candidates as determined by the criteria for each award
- To attend WCF Court meetings and write draft reports to the Court for the Chairmen of the EB, CC and CPP
- To advise on strategic planning of the EEG, EB, CC and CPP
- To ensure farriery standards are maintained and that the WCF's statutory obligations are met
- To report and liaise with Government and other regulatory organisations as required, including but not exclusively, OFQUAL
- To prepare annual budgets for the EB and CC, together with day to day financial organisation and control
- To liaise and provide information to the Company's Treasurer, bookkeeper and Independent Examiner as requested
- To represent the WCF at the Farriery Apprenticeship Steering Group (FASG) and any other bodies as required
- To assist as required with WCF trade stands and WCF awards in farriery and best shod competitions at conferences and shows
- To arrange conferences, seminars and CPD events as required by the CC
- To provide craft related information for the WCF's website and Facebook page

The Registrar and Craft Secretary is responsible to the Court but normally reports through the Chairmen of the EEG and CC and CPP. Full training on all aspects of the role will be provided during induction.

Core Competence and Experience

- Proven administration experience
- Detailed and comprehensive forward planning and communications skills
- Knowledge of fiscal planning, budget preparation and reporting
- Knowledge of Training, Qualifications and Standards
- Proficient in IT, MS Office and databases
- Outstanding communication and interpersonal skills, ability to orchestrate and work in a team
- Excellent problem solving, decision making and organisational skills
- Ability to prioritise and meet deadlines
- Flexibility, the role requires some travelling within the UK and occasionally abroad; on occasion there may be irregular hours. Currently examinations are held in the UK, USA, Australia, South Africa, Ireland and Denmark.
- Experience of servicing committees (agenda preparation, minute taking).

Remuneration and other employment matters

It is expected that the time commitment will be based on a four day week, seven hour day, i.e. a 28 hour week, largely working from home. This commitment however varies significantly throughout the year. In some weeks there will be very few commitments, and in some there will be more, which may include working over a weekend and well outside 'normal' working hours.

Some travel, including occasionally overseas, is involved, e.g. to meetings and examination sessions and will include the need to stay away from home. Reasonable travel expenses will be paid for public transport or use of own car, insured for business purposes. A current driving licence and passport will be required.

Salary will be in the range £47,000/£52,000.

The WCF operates an Auto Enrolment Pension Scheme. The Employer's contribution is 3% of gross salary, the Employee's contribution is deducted from salary at 5% of gross salary.

Holiday entitlement offered is four weeks paid holiday plus statutory bank holidays (subject to the flexibility mentioned above).

Closing date for applications: Friday 16th November 2018

How to apply

Applications should be submitted by the closing date to the Clerk, Mrs. Charlotte Clifford, by email to theclerk@wcf.org.uk.

Applications should include a personal statement, a CV (not more than two sides) and the names and addresses of two referees who will only be contacted if you are shortlisted for interview.

Use of your personal information

The WCF will retain your initial contact details, application and supporting documentation for up to one year.

Diversity and Equal Opportunities

The WCF is committed to the principles of equality and diversity and welcomes applications from all candidates regardless of ethnicity, gender, sexual orientation, age disability or gender identity.