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| **Post Title** | Countryside Ranger | | | | |
| **JE Reference** | W924 | **Grade** | E | **SCP Range** | 24-26 |

**Reporting line:**

Cultural Services Co-ordinator

Countryside

Apprentices, Trainees, Volunteers, Work Experience

Countryside Ranger

**Job Purpose:**

1. To be a member of the Natural Heritage/Countryside Team and undertake specific duties regarding Countryside Management in accordance with the direction of the Natural Heritage Manager.
2. To assist all officers in the Countryside Service to ensure the overall effective management, maintenance and promotion of the countryside access, woodland areas, country parks and facilities therein owned or leased by the Authority.
3. To assist in providing a supervisory role for Countryside Apprentices, work placements, trainees and volunteers.



**Relationships:**

**Accountable to:** Cultural Services Co-ordinator (Countryside)

**Accountable for:** Countryside Apprentices, work placements, trainees and volunteers

**General Contacts:** Natural Heritage Team, PROW Advisor, Council officers, external partners and landowners.

**Key duties and responsibilities:**

1. To be responsible to the Cultural Services Co-ordinator (Countryside) and Natural Heritage Manager in the full provision of the Countryside Service, including the identification and development of opportunities for improvements to conservation management and outdoor leisure/recreation provision.
2. To assist all officers in the Countryside and Natural Heritage Service area to ensure the effective management, maintenance, improvement and promotion of the general countryside including woodland areas, country parks and all countryside - related facilities owned or leased by the Authority.
3. Plan, promote and deliver a comprehensive educational programme suitable for schools and other visiting groups.
4. To provide a supervisory role for Countryside Apprentices, other trainees/placements, volunteers/community groups and contactors in implementing practical management/maintenance tasks.
5. Oversee the practical management and maintenance at visitor centre sites and any other informal visitor sites managed within the Countryside & PROW Service.

1. To provide a physical resource to the Natural Heritage Manager and Cultural Services Co-ordinator, for the provision of Countryside related services and all associated volunteering opportunities, including the identification and development of potential for improvements to conservation/access management through voluntary involvement, therefore helping to promote Redcar & Cleveland as a visitor destination and enhancing tourism by improving general outdoor leisure/recreation opportunities.
2. To assist with arrangements for the recruitment and subsequent welfare of Volunteers/Trainees and assist the Natural Heritage Manger/Cultural Services Co-ordinator in the development of Volunteer/Education Work Programmes.
3. To inspect/undertake surveys and provide reports as requested by the Natural Heritage Manager, to ensure ‘ease of use’ and  safety of the visitor,  working to existing Health & Safety systems and legislation and assisting with the collation of information regarding the Directorate’s Health & Safety requirements.
4. To assist with the compliance of all countryside code/legislation and with any bye-law governing public use of the countryside/woodland sites.
5. To work towards and develop good relations with neighbouring land owners and other occupiers in terms of their responsibilities regarding public access.
6. To investigate and deal with emergencies within and outside of normal working hours (where public access to the countryside is involved).
7. To supervise the undertaking of countryside management and conservation work, including the supervision of apprentices, volunteers, work placements and contractors in implementing practical management/maintenance tasks.

**General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** 14/05/2018 **Author:** Kevin Wilson

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| **POST TITLE** | **GRADE** |
| Countryside Ranger | E |

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| **CRITERIA** | **NECESSARY REQUIREMENTS** | | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Substantial experience in the delivery of site maintenance and environmental improvements, including assisting in the implementation of countryside management plans. * Substantial experience of junior staff and volunteer supervision. * Significant experience in the planning and delivery of educational programmes. | * Some experience in the recruitment and/or management of work teams and volunteers. * Some knowledge/experience of legislation affecting countryside access | A, I |
| **SKILLS AND ABILITIES** | * Ability to deliver practical environmental projects and activities to and with a wide range of people. * Good practical skills associated with countryside management/maintenance i.e. upkeep of stiles, furniture signs and surfacing. * Supervision of, volunteers/work teams with Health and Safety experience * Previous experience of working with the Public/landowners/stakeholders * Ability to motivate others and a can do attitude | * Environmental maintenance/management skills, knowledge of appropriate legislation and requirements. * Ability to adapt to a range of different circumstances, at short notice if necessary * Previous ICT experience including computer database, spreadsheet and word processing systems * Ability to use initiative and positively represent the Council. * Ability to adapt to a range of different circumstances, at short notice if necessary. Take notice of national countryside issues | A, I |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Educated to Degree standard as a minimum in a countryside management – related subject * Chainsaw certificates * Some experience of delivering training to others | * First aid/Health and Safety qualification * Herbicides certificate | A, I, C |
| **OTHER REQUIREMENTS** | * Full driving licence * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours * Commitment to own continuous personal and professional development * Strong team player, committed to an ethos of continuous improvement | * Evidence of own continuous personal and professional development | A, I, C |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users | * Evidence of having completed training in equality and diversity awareness | A,I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service | * Evidence of surpassing customer expectations or service targets / goals | A,I |