

STANMER ESTATE RANGER - JDQ

JOB DESCRIPTION QUESTIONNAIRE

Job Title: **Stanmer Estate Ranger**

Reports to: Stanmer Estate Manager

Department: City Environment

Section: CityParks

Date written: April 2019

Purpose of the Job

Support the Estate Manager in the management and maintenance of the whole Estate and delivery of the Stanmer restoration project Activity Plan. Working with a range of delivery partners to develop and deliver volunteer activities, educational material and site interpretation as set out in the project activity plan along with day to day site management operations.

This post is for a fixed term of 2½ years. It is funded by the Stanmer restoration project which receives a 67% grant from the Parks for People programme funded by the National Lottery Heritage Fund (previously HLF) and the National Lottery Community Fund.

Principal Accountabilities

1. Organise and lead learning and volunteer activities in the wider estate, as set out in the restoration project activity plan. (50%)
2. Engage with the public, local residents, businesses, communities and groups to enable CityParks to help achieve Council objectives for the Stanmer Estate, requiring negotiation and compromise. (5%)
3. Carry out projects as required e.g. leading the grazing project within Stanmer Park, assisting with livestock welfare and public awareness. Overseeing woodland management. (10%)
4. Assist with the procurement and supervision of contractors, and work with colleagues in CityParks in carrying out various physical works on site e.g. woodland works, minor repairs and maintenance to ensure Stanmer Estate is well presented. (5%)
5. Work closely with the Estate Manager and the Learning & Outreach Officer from Plumpton College to ensure the key messages of heritage and environment are effectively communicated to the residents, visitors and potential users of the estate. (5%)

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6. Undertake and co-ordinate enforcement activities regarding offences under the Public Space Protection Order and byelaws e.g. serving notices on encampments and working with the police and rough sleepers team in line with the Council's rough sleepers policy, and where necessary removing tents and / or encampments. (5%)
7. Respond to emergencies, such as providing first aid or dealing with storm damaged trees (5%)
8. Carry out practical land management tasks within the estate which may include some day to day tasks such as assisting with litter clearance or traffic management, to periodic activities including inspecting and maintaining gates on the open access land. (10%)
9. Assist other Council teams, departments and third party agencies involved with the management and maintenance of Stanmer Estate e.g. Parks Projects, CityClean, the Events team, South Downs National Park, Sussex Wildlife Trust and external contractors. (5%)

General Accountabilities

To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular: as set out in Section 4 of the Council's Health and Safety Policy, and within their area of responsibility:

- To maintain awareness of current Health & Safety legislation and ensure that all employees and volunteers understand and comply with Health and Safety Policy that they are informed, trained and supervised to safeguard their own and others welfare and safety
- To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
- To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
- To ensure that safe premises, equipment and working environments are maintained

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

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The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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BRIGHTON & HOVE CITY COUNCIL PERSON SPECIFICATION

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Essential Criteria

Job Related Education, Qualifications and Knowledge

- NVQ level 2 in land based or environmental area / or significant relevant experience e.g. woodland management
- Good knowledge of public green space management
- Good knowledge of byelaws, statute laws and their amendments and enforcement
- First Aid qualified
- NTPC chainsaw training (units CS30 & CS31)
- Pesticide application training (PA1 & PA6)
- BORDA Off road 4x4 driving training and driving with a trailer training

Experience

- Experience of planning and leading community projects and practical tasks with volunteers and diverse community groups.
- Experience with power tools e.g. brush cutter / strimmer
- Experience of delivering talks to the public and colleagues
- Experience of planning and running events
- Experience of resolving difficult situations

Skills and Abilities

- A commitment to engaging with local communities and target audiences
- Highly motivated and enthusiastic
- Ability to build relationships with delivery partners in the voluntary, education and business sector
- Be able to communicate well with a range of people from individual councillors to public meetings
- An aptitude for planning and promoting projects
- Setting up office management systems to manage volunteer records
- Be able to organise own work and work alone
- Able to assimilate information and present it in a clear and concise way
- Skilled in the use of Microsoft Office tools

Equalities

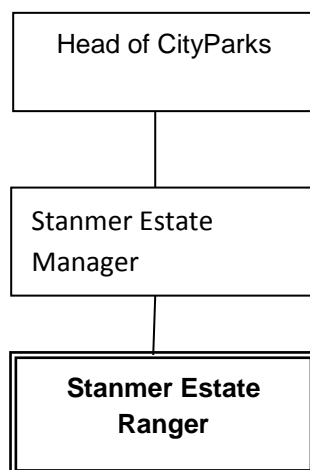
- To be able to demonstrate a commitment to the principles of equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Other Requirements

- Able and willing to work outside of normal hours as agreed e.g. work to seven day rota including weekends and bank holidays
- Able and willing to work outside in all weather
- Required to wear a uniform
- Driving Licence

Organisational Chart

(Please draw or attach a chart showing how this job relates to others in the whole section or department, show clearly where the job fits in to the structure, the supervisor's job, his/her supervisor and any other post holders who report to the job holder.)



Hardest Part of the Job

Delivery of the project activity plan will need a proactive and enthusiastic team player to engage local communities and hard to reach groups, and demonstrate the value of the estate's heritage and unique natural environment.

Dimensions

Responsible for the delivery of a wide range of activities from the restoration project activity plan with a total annual budget of c£70k.

Identify and lead 300 volunteering opportunities providing skills training in ecological identification and woodland and grassland management with training delivery budget to meet HLF targets for audience engagement.

Run a varied programme of seasonal cultural events in Stanmer Estate to promote community spirit and provide an inclusive community offer. With events budget to meet HLF targets for audience engagement.

Scope for Impact

Managing and leading a varied volunteer programme, skills building and training, trail building, arboretum management, and small scale tasks e.g. shelter removal, clearing sycamore regeneration, ride clearing etc.

Delivering a seasonal programme of events.

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Working with park users and the wider community to interpret and promote special heritage site features and manage use to protect sensitive landscape areas e.g. the water catcher.

Provide a “warden” role to increase security and perception of management presence across the Estate.

Working with the Stanmer Estate Manager to oversee the implementation of the HLF Management & Maintenance plan.

Job Context

The Stanmer Estate Manager and the Estate Ranger are key to ensuring that the outcomes and targets that were identified during the development stage of the project are delivered.