**BRIGHTON & HOVE CITY COUNCIL JIN 4061bm**

**JOB DESCRIPTION**

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| **Job Title:**  | Changing Chalk Education Ranger |
| **Reports to:**  | Conservation Manager |
| **Department:** | Economy, Environment & Culture  |
| **Section:**  | City Parks |

**Purpose of the Job**

To practically deliver the Changing Chalk projects Greening the Cities (20%) and the Wilding Waterhall Activity Plan (80%). To work with colleagues across the Council, The Living Coast Biosphere, external stakeholders, delivery partners, visitors, volunteers and community groups to deliver the Changing Chalk objectives. To work within the framework of the Carbon Neutral 2030 programme and the Corporate Plan to promote climate action and the protection and enhancement of the city’s natural assets, in support of the city council’s declaration of the Climate and Biodiversity Emergencies.

**Principal Accountabilities**

1. Develop, manage, coordinate and deliver the Wilding Waterhall Activity Plan, working closely with the BHCC Conservation Manager (project lead). Organise and lead education, learning and development opportunities for all age groups and professional interested parties, working closely with internal and external stakeholders but in particular the Brighton & Hove Environmental Education programme and the BHCC Outdoor Education Officer to promote an understanding of the Biodiversity and Climate Emergencies using Waterhall as an exemplar of what can be done to respond to them.
2. Act as practical delivery officer for the Greening the Cities project, leading collaboration with community groups on the design, construction, management and maintenance of 12 new areas of wildflower planting at greenspace sites across the city, working closely with The Living Coast Biosphere Programme Manager (project lead). To work openly and collaboratively with volunteers,

community groups, internal colleagues, external contractors and stakeholders in volunteer training, development and management, wildflower propagation, site construction, wildflower planting, site maintenance and monitoring. To

commission and oversee contractors or internal Council services where required, in collaboration with the project lead.

1. To work with the Waterhall ranger in working openly and collaboratively with volunteers, community groups, internal colleagues, external contractors, stakeholders and partners to support the delivery of the wider management and maintenance of Waterhall as required e.g. habitat restoration measures, assisting with the grazing project within Waterhall, litter picking, fence and gate management, assisting with livestock welfare and public awareness. 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.
2. To develop, coordinate, deliver and manage volunteering opportunities in collaboration with internal and external partners relating to both projects.
3. To develop, coordinate and deliver public engagement events, site interpretation and communications content (working with The Living Coast, BHCC and Changing Chalk colleagues and partners) to support the Greening the Cities, Wilding Waterhall and wider Changing Chalk projects.
4. To support project leads in project monitoring, evaluation and reporting requirements.
5. To respond to emergencies, such as providing first aid or dealing with storm damaged trees.
6. To work flexibly and collaboratively with the Conservation Manager, Biosphere Programme Manager and colleagues in City Parks.

**General Accountabilities**

The post holder must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to health and safety of such employees and areas of the workplace as fall under the direct control of the post holder and for complying with legislation relating to such works and contracts as are within the direct responsibility of the post holder.

The post holder must 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; and
* To ensure that safe premises, equipment and working environments are maintained.

The post holder will be required to undertake such other duties appropriate to the grade and character of the work as may reasonably be required of him/her. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

The post holder must be prepared to implement the Council’s Equalities Policy at a level appropriate to the job and must at all times carry out his/her duties with due regard to the Council’s Equalities Policy.

The post holder must embrace and actively promote the councils core values

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

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| **Reports to:**  | Conservation Manager |
| **Department:** | Economy, Environment & Culture |
| **Section:**  | City Regeneration, International & Sustainability team |

**Essential Criteria**

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| **Job Related Education, Qualifications and Knowledge** | * NVQ level 2 or above or equivalent in land management or environment management based discipline **or** significant relevant experience e.g. chalk downland management.
* Knowledge of relevant and current biodiversity legislation and policy and the role of agencies involved in nature conservation and enhancement.
* Ecological knowledge of species and habitats relevant to the Greening the Cities & Wilding Waterhall project area.
* Knowledge of land management techniques used to benefit biodiversity and how practical conservation work is undertaken.
* Good knowledge of public green space management.
* Knowledge of relevant 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
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| **Experience** | * Significant professional experience in nature conservation work in a public, private or third sector organisation
* Evidence of successfully working with partners to deliver biodiversity related projects
* Experience of developing site activity and engagement plans
* Experience of volunteer management, planning and leading community projects and practical tasks with volunteers and diverse community groups.
* Experience of developing and leading training sessions and planning and running events for volunteers and community groups.
* Experience of practical maintenance tasks and use of power tools e.g. fixing gates, repairing notice boards, brush cutter/strimmer
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| **Skills and Abilities** | * Excellent organisational skills including planning and prioritising
* Good problem solving skills
* Good written and verbal communication skills; able to present complex information / concepts in an accessible, clear and concise way and engage well with local communities and target audiences both individually and in public meetings
* Able to work independently as well as part of a team
* Good IT skills including Microsoft Office applications and able to work with/create social media communications
* Ability to build relationships with delivery partners in the voluntary, education and business sector
* Ability to set up office management systems to manage volunteer records
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| **Equalities** | * 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
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| **Other Requirements** | * Undertake the duties of this post in accordance with the council’s and relevant Health & Safety and Data Protection legislation e.g. lone working
* 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 license and access to private vehicle
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