



Application pack for **New Forest Apprentice Ranger**

13 months from October 2018

Ref no: Z00173

26 July 2018

Dear Applicant,

Thank you for your interest in being a New Forest Apprentice Ranger. We hope you find all the information you need within this pack. If you have any queries, please contact us on 01590 646649 / 646637 or email recruit@newforestnpa.gov.uk.

Yours sincerely
Recruitment team

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SECTION 1 – The organisations and the role

The New Forest apprentice ranger scheme is a partnership between the following organisations:

- New Forest National Park Authority – www.newforestnpa.gov.uk
- Forestry Commission – www.forestry.gov.uk
- National Trust – www.nationaltrust.org.uk
- Hampshire and Isle of Wight Wildlife Trust – www.hiwwt.org.uk
- Hampshire County Council – www.hants.gov.uk

The successful apprentices will be employed by the New Forest National Park Authority for the 13 month period but will work across all five organisations within and just outside the National Park. This will involve moving from one organisation to the next in blocks of two to four months giving opportunities to gain practical experience in all aspects of environmental conversation and recreation management.

One day a week, for two six week blocks, will be spent at Kingston Maurward College in Dorset where the following qualifications will be gained:

- Level 2 Diploma in Environmental Conservation (work-based)
- Level 2 Award in Business Management for the Environment and Land-based Sector
- Functional Skills in English and Maths
- Accredited certified training in Chainsaw, Safe use of Pesticides and Brushcutters and Strimmers

For general information about apprenticeships, please visit the Kingston Maurward website – www.kmc.ac.uk or 'Become an apprentice' www.gov.uk/apprenticeships-guide

SECTION 2 – Summary main terms and conditions

Equal opportunities

The New Forest National Park Authority aims to promote equality of opportunity. The effectiveness of our policy will be monitored by the collection of appropriate data as part of our recruitment and selection processes. All practicable steps will be taken to facilitate the employment of disabled people.

Location

This post will work within and just outside the boundary of the New Forest. Each organisation has its own “base” as follows:

Organisation	Main base
New Forest National Park Authority	Town Hall, Lymington
Hampshire and Isle of Wight Wildlife Trust	Blashford Lakes
Forestry Commission	Queens House, Lyndhurst
National Trust	Burgate Manor, Fordingbridge
Hampshire County Council	Lepe Country Park

Pension scheme

The NPA is a member of the Local Government Pension Scheme administered by the Hampshire Pension Fund.

Annual leave

The basic holiday entitlement for this post is 22 days per annum plus all public holidays and an extra statutory day awarded at Christmas.

Travel and business costs

Expenses are met for business travel. Employees must arrange suitable motor insurance cover to include business travel before undertaking any car travel on the NPA’s behalf.

Conduct

All our employees are required to maintain conduct of the highest standard such that public confidence in their integrity is sustained.

SECTION 3 – Find out more

If you are interested in applying but would like to find out more about what it means to be a New Forest Apprentice Ranger, please contact Craig Daters, New Forest National Park Authority Ranger for an informal telephone chat.

You will be able to receive advice about the application procedure, how to make the most of your application, and how the apprenticeship will work. You can also ask any questions you might have to help you make an informed choice as to whether to pursue this opportunity and what you can expect if you are successful.

If you forget to ask anything, there is some useful guidance in this pack and you can contact us for any additional advice.

Craig Daters

Ranger

01590 646671

craig.daters@newforestnpa.gov.uk

Recruitment team

01590 646649 / 646637

recruit@newforestnpa.gov.uk

SECTION 4 – Guidance notes for completing the application form

The information you provide on your application form is the information we will use when deciding whether to invite you for interview. CVs are not accepted.

This section acts as a guide to help you complete your application form. There are several different sections to the form:

- **Education and qualifications**

List all your formal educational qualifications and any relevant informal or job-related training. Please remember to include details of any professional institutions which you belong to and any other further training and achievements you feel necessary.

- **Present and previous employment**

Start with your current or most recent employer, then list all your past employers in chronological date order, giving the job title, your main duties and how long you were there. This is where you should include any volunteering you have undertaken.

- **References**

Please give your current or most recent employers as referees wherever possible, or someone who is able to provide information on your skills and abilities such as a teacher or lecturer.

- **Additional information**

This section is your opportunity to demonstrate to us you are the most suited applicant. The role profile we have provided describes the main duties and responsibilities of the post whilst the person specification outlines the criteria needed to carry out these duties. Do not repeat your career history but try to use different examples of how you meet the criteria and put down **relevant** skills and experience, not everything you have done to date.

Write in a clear, concise and positive way, using words such as "I planned... or I organised..., I assisted with... or I co-ordinated" and support your statements with clear and relevant examples.

SECTION 5 – The application process

Returning the application form

The closing date for completed application forms to be submitted is **2pm on 21 August 2018**. Make sure you submit your application on or before this deadline as applications received after the given date will not be considered. Please upload completed applications using the online facility or alternatively post to:

Recruitment Team
New Forest National Park Authority
Lymington Town Hall
Avenue Road
Lymington
SO41 9ZG

You are not required to sign your application at this stage if you are submitting it online. Your application must be submitted in a compatible format such as Word or a PDF.

Remember to ensure that the post title and reference number are stated in the space provided at the top of the application form so that we can identify the post for which you are applying.

Interview details

Interviews will be held in the New Forest on **Thursday 6 September 2018**. If you are invited to attend an interview, you will need to be available for most of the day as the selection process will include a group task as well as a traditional interview.

A contribution towards interview expenses is made in accordance with our policy.

Equal opportunities monitoring

Do not forget to complete the equal opportunities monitoring form and return it with your application. It enables us to make sure our policies are working and that the best person for the job is appointed.

We will guarantee an interview to people with disabilities who meet the minimum job criteria. If you want to claim a guaranteed interview you will need to ensure that you tick the correct box on the application form.

After you have applied

All applications will be acknowledged. Following this we will only be contacting those applicants who we have selected for interview. Therefore, if you have not received an invite to interview within **two weeks** of the closing date then your application will not have been successful on this occasion. For any queries please email recruit@newforestnpa.gov.uk or telephone 01590 646649 / 646637 during normal office hours.