

Role Profile

1 Job details

Job title:	New Forest Apprentice Ranger
Team:	Ranger
Post number:	Z00173
Hours per week:	37
Grade:	Apprenticeship Grade
Base:	Various: <ul style="list-style-type: none"> ▪ Lymington Town Hall – NPA ▪ Blashford Lakes – HLOWWT ▪ Queens House – FC ▪ Burgate Manor – NT ▪ Lepe Country park – HCC
Accountable to / supervisor:	Gillie Molland, Lead Ranger NPA
Car user:	<ul style="list-style-type: none"> ▪ Casual user rate for using own vehicle for business use ▪ Use of pool vehicles
Does this post involve working with children and/or vulnerable people?	Yes
Key liaisons:	<ul style="list-style-type: none"> ▪ New Forest National Park Authority staff ▪ Staff and volunteers at the Forestry Commission, the National Trust, Hampshire County Council, Hampshire and Isle of Wight Wildlife Trust ▪ Kingston Maurward staff and tutors ▪ Partner organisations ▪ The public

2 Role summary

2.1 To undertake practical duties leading to a nationally recognised qualification working as part of the New Forest Ranger teams providing visitor management, community engagement, practical conservation and site maintenance within the National Park.

3 Main duties and responsibilities

3.1 To undertake practical habitat management and maintenance of sites for conservation and public access whilst receiving training and instruction in delivery.

3.2 Support the rangers in maintaining safe and welcoming access to facilities and sites, including carrying out regular safety inspections receiving training and instruction.

- 3.3 Assist rangers in promoting safety around Forest harvesting sites engaging with public as to why operations are being undertaken and to ensure safety warnings are adhered to.
- 3.4 Assist ranger teams to provide face to face contact with members of the public and local communities to help them enjoy and understand the special qualities of the National Park.
- 3.5 Communicate key 'Caring for the New Forest' messages related to issues such as animal safety, litter and wildlife disturbance, ensuring responsible use of the Forest.
- 3.6 To assist in the delivery of events and activities to help local people and visitors enjoy and understand the special qualities of the New Forest National Park.
- 3.7 To gain relevant experience sufficient for assessment against recognised qualifications (for example – Level 2 Diploma in Work-based Environmental Conservation and Level 2 Award in Business for the Environment and Land Based Sector).
- 3.8 To complete the required qualifications, attending college regularly as necessary.

4 Problem solving

- 4.1 The post holder will receive training in delivering the main duties.
- 4.2 The post holder will need to be capable of demonstrating initiative in order to deal effectively with unforeseen circumstances.
- 4.3 The post holder will be required to deal with simple enquiries, referring to a Ranger or other team members if unsure.

5 Decision making

- 5.1 The line manager will set targets and objectives but the post holder will be required to act on his/her own initiative on occasion referring to the line manager or other team members for guidance..

6 Communication

- 6.1 Communicate effectively within the placement team and with the Authority's external partners and other agencies, voluntary bodies and community groups with whom the organisations work.

7 Working conditions

- 7.1 The post holder will have an identified office base at each placement but will spend much of his/her time elsewhere within and just outside the boundary of the National Park.
- 7.2 The working hours for this post include the need to work some weekends/bank holidays.

8 General

- 8.1 The post holder must at all times carry out his/her responsibilities with due regard to placement organisations policies and procedures.
- 8.2 All staff have a responsibility to participate in the NPA's Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

9 Confidentiality

- 9.1 In the course of your employment you will have access to confidential information relating to NPA business. You are required to exercise due consideration in the way you use such information and should not act in any way prejudicial to the NPA's interests. Information which may be included in the category which requires extra consideration covers both access to and the general business of the NPA and information regarding individuals. If you are in any doubt regarding the use of information in the pursuit of your duties you should seek advice from your manager before communicating such information to any third party.

10 Health and safety

- 10.1 Employees must be aware of the responsibility placed on them under the Health and Safety at Work Act (1974) to maintain a healthy and safe working environment for both staff and visitors. Employees also have a duty to observe obligation under the NPA and departmental Health and Safety policies, and to maintain awareness of safe practices and risk assessment.

11 Financial regulations

- 11.1 All staff are responsible for security of the property of the NPA, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform with the requirements of our financial procedures.

12 Job description agreement

- 12.1 The above Role Profile is not intended to be exhaustive. The duties and responsibilities may therefore vary over time according to the changing needs of the service.

**Job holder's
signature:** _____

Date _____

**Manager's
signature:** _____

Date _____

Person Specification

New Forest Apprentice Ranger

Criteria	Essential	Desirable	Assessed by
Education / qualifications			
A basic level of English and Maths	Y		A / T
Willingness to train and study for Environmental Conservation qualification	Y		A / I
Valid driving license	Y		A
Experience			
A basic understanding or experience of the key responsibilities would be desirable		Y	A / I
Experience of dealing with members of the public		Y	A / I
Experience of assisting with countryside events and/or outdoor education sessions		Y	A / I
Experience of practical habitat and site maintenance		Y	A / I
Knowledge			
Knowledge of the natural and cultural heritage of the National Park		Y	A / I
Skills			
Good communication and inter-personal skills	Y		A / I / T
Good organisational skills with ability to use own initiative when required	Y		A / I / T
Basic IT skills and confidence with simple computer based applications.		Y	A / I
Impact and attributes			
Willingness to learn and develop new skills and knowledge	Y		A / I
A level of physical fitness appropriate to the post	Y		A / I
A keen interest in and a firm commitment to countryside conservation and the aims of the organisations.	Y		A / I

Evidence assessed by key:

- A = Application form
- I = Interview
- T = Testing / assessment