

Job Description



1 Job details

Job title:	Seasonal Assistant Ranger (Fixed-term to September 2019)
Team:	Ranger
Directorate:	Recreation Management and Learning
Post number:	Tbc
Hours per week:	37
Grade:	Band 2
Base:	Town Hall, Avenue Road, Lymington
Accountable to:	National Park Ranger – North
Responsible for:	N / A
Budget Responsible Officer (BRO):	No
Car user:	Casual – use of mobile unit / pool vehicles
Politically restricted:	No
Does this post involve working with children and/or vulnerable people?	Yes
Key liaisons:	New Forest National Park Authority (NPA) staff, NPA members, Camping in the Forest staff, Forestry Commission staff and volunteers, partner organisations, the public.

2 Role summary

- 2.1 To assist the New Forest Ranger teams in delivering its programme of activities to help people enjoy and understand the special qualities of the New Forest National Park.
- 2.2 To assist the New Forest Ranger teams to engage with forest users during the key ground nesting bird breeding season, to help reduce disturbance and other impacts.
- 2.3 To add value to the visitor experience gained from staying at Camping in the Forest campsites in the New Forest.

3 Main duties and responsibilities

- 3.1 Assist the team with a schedule of public activities and events around the New Forest to engage with local people, visitors and organised groups, helping them to enjoy and understand the special qualities of the National Park.
- 3.2 Communicate key 'Caring for the New Forest' messages related to issues such as animal safety, litter and wildlife disturbance (specifically ground nesting birds) as directed by the rangers.

- 3.3 As guided by the rangers and campsite staff, deliver a programme of seasonal engagement activities at sites in the New Forest, including the Camping in the Forest sites in the New Forest National Park.
- 3.4 Assist the NPA rangers, Forestry Commission rangers and Camping in the Forest staff with other promotional activities as the need arises.
- 3.5 Follow all health and safety procedures.

4 Problem solving

- 4.1 The post holder will need up-to-date knowledge of the New Forest to deal effectively with simple enquiries, referring to a Ranger if unsure.
- 4.2 The post holder will occasionally oversee volunteer assistants whilst out on site, e.g. using the mobile unit out in the Park with a volunteer. In that respect the post holder would need to respond to any situations with the public, environment, animals, volunteer, health and safety etc. referring to others as necessary.

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 Inter-personal skills with NPA staff, partners and the general public.

7 Working conditions

- 7.1 The post holder will work from an office base but will spend much of his/her time within and just outside the boundary of the National Park.
- 7.2 The working hours for this post include the need to work regular evenings, weekends and bank holidays. During the school summer holiday period this will include dusk walks resulting in regular late finishes of 10:00pm up to three days a week.
- 7.3 The work may include some lone working; also working at remote locations such as woodland, heathland and the coast.

8 General

- 8.1 The post holder must at all times carry out his/her responsibilities with due regard to NPA policy and procedures.

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 to the requirements of the NPA financial procedures.

12 Job description agreement

- 12.1 The above Job Description 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

Seasonal Assistant Ranger

Criteria	Essential	Desirable	Assessed by
Education / qualifications			
Good general education to GCSE level (or equivalent) or comparable in terms of experience	Y		A
Experience			
Experience in a similar role		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
Knowledge			
Knowledge of the natural and cultural heritage of the National Park	Y		A / I
Skills			
Strong communication and inter-personal skills.	Y		I / T
Good organisational skills with ability to use own initiative when required	Y		A / I
Good IT skills and knowledge/awareness of current systems including Microsoft (Word, Excel, Outlook)		Y	A / I
Impact and attributes			
Confident and outgoing with the ability to develop constructive working relationships	Y		A / I
Keen team worker, who can share ideas and information with colleagues	Y		I
Valid driving license	Y		A / I
Ability to understand the need to treat sensitive information confidentially	Y		A / I

Evidence assessed by key:

A = Application form
 I = Interview
 T = Task