

Job Description



1 Job details

Job title:	Seasonal Assistant Ranger (Fixed-term to February 2020)
Team:	Ranger
Directorate:	Recreation Management and Learning
Post number:	P02128
Hours per week:	37
Grade:	Band 2
Base:	Town Hall, Avenue Road, Lymington
Accountable to:	Lead Ranger
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, Forestry England staff and volunteers, partner organisations, the public.

2 Role summary

- 2.1 To assist the New Forest Ranger teams in delivering their programme of activities to help people enjoy and understand the special qualities of the New Forest National Park.
- 2.2 To assist communications staff and other rangers to raise awareness of the Verderers of the New Forest Higher Level Stewardship (HLS) Scheme work across the New Forest National Park and celebrate its beneficial outcomes.
- 2.3 To help people value and appreciate the ways in which the New Forest is managed and encourage support for this to continue.

3 Main duties and responsibilities

- 3.1 Assist with a schedule of public engagement 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 and management of the National Park.
- 3.2 Communicate key HLS achievements related to work such as commoning, wetland restoration, archaeology, habitat protection and education as directed by the rangers.

3.3 Assist the National Park Authority and Forestry England staff with other HLS promotional activities as the need arises.

3.4 Follow all health and safety procedures.

4 Problem solving

4.1 The post holder will need an 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 e.g. using the mobile unit out in the National Park and surrounding area 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 Authority staff and much of his/her time will be external facing to partners, local organisations 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 and weekends. This will include evening meetings resulting in late finishes of 10pm.

7.3 The work may include some lone working.

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's 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 public events and/or walks, talks and outdoor engagement 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
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 licence	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