

Role profile

1 Job details

Job title:	Assistant Ranger trainee (Kickstart) (Fixed-term for 6 months)
Team:	Ranger
Directorate:	Recreation Management and Learning
Post number:	TBC
Hours per week:	25
Grade:	National Minimum Wage
Base:	Town Hall, Avenue Road, Lymington
Accountable to:	Lead Ranger
Car user:	Casual – use of mobile unit / pool vehicles
Does this post involve working with children and/or vulnerable people?	Yes – not in one-to-one situations
Key liaisons:	New Forest National Park Authority (NPA) staff, Forestry England staff and volunteers, partner organisations, the public.

2 Role summary

- 2.1 To support the work of the NPA's New Forest Ranger team in providing a visible on the ground presence to help people enjoy and understand the special qualities of the New Forest National Park, protect and enhance the area and benefit the local community.
- 2.2 To assist the New Forest Ranger teams to engage with forest users raising awareness of the National Park's protected habitats and species, help reduce their disturbance and minimise negative impacts.

3 Main duties and responsibilities

- 3.1 Assist the Ranger team in providing face to face contact with local people and visitors to help them appreciate and protect the special qualities of the New Forest National Park.
- 3.2 Support in Communicating key 'Caring for the New Forest' messages related to issues such as responsible dog walking, animal safety, litter, wildlife disturbance (specifically ground nesting birds in season) and cycling as directed by the rangers.
- 3.3 Assist the team in the planning and delivery of public activities and events around the New Forest to engage with local people, visitors and organised groups.
- 3.4 Assist the NPA rangers, Forestry England rangers and other New Forest partners with additional engagement activities as the need arises.
- 3.5 Follow all health and safety procedures.

4 Problem solving

4.1 The post holder will:

- receive training in delivering the main duties.
- need to be capable of demonstrating initiative in order to deal effectively with unforeseen circumstances.
- 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 sets targets and objectives but the post holder will be required to act on their own initiative on occasion referring to the line manager or other team members for guidance.

6 Communication

6.1 Communication and listening skills for team working and interacting with the general public and partner organisations.

6.2 Decide how best to convey key messages as identified through induction, training and as directed by the line manager and other rangers.

6.3 As a public facing role, some actions and decisions may affect how the NPA is perceived by some individuals.

7 Working conditions

7.1 Works from an office base but will spend much of their time within and just outside the boundary of the National Park.

7.2 The working hours for this placement will be carried out over maximum 4 days from a 7-day week and will include weekends, evenings and bank holidays, with variable start and finish times.

8 General

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

8.2 All staff have a responsibility to participate in the NPA Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

9 Job description agreement

9.1 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.

