

# Role Profile



## 1 Job details

<b>Job title:</b>	<b>New Forest Apprentice Ranger</b> (Fixed-term contract for 16 months)
<b>Team:</b>	Ranger
<b>Post number:</b>	P02066
<b>Hours per week:</b>	37
<b>Grade:</b>	Apprentice rate rising to National Minimum Wage after 12 months
<b>Base:</b>	Various: <ul style="list-style-type: none"> <li>▪ Lymington Town Hall – NPA</li> <li>▪ Blashford Lakes – HIOWWT</li> <li>▪ Queens House – FE</li> <li>▪ Burgate Manor – NT</li> <li>▪ Lepe Country park &amp; Lymington-Keyhaven Nature Reserve – HCC</li> <li>▪ Franchises Lodge - RSPB</li> </ul>
<b>Accountable to / supervisor:</b>	Lead Ranger (NPA)
<b>Car user:</b>	<ul style="list-style-type: none"> <li>▪ Casual user rate for using own vehicle for business use</li> <li>▪ Use of pool vehicles</li> </ul>
<b>Does this post involve working with children and/or vulnerable people?</b>	Yes – not in one-to-one situations
<b>Key liaisons:</b>	<ul style="list-style-type: none"> <li>• New Forest National Park Authority (NPA) staff</li> <li>• Staff and volunteers at Forestry England (FE), the National Trust (NT), Hampshire County Council (HCC), Hampshire and Isle of Wight Wildlife Trust (HIOWWT) and RSPB</li> <li>• Kingston Maurward staff and tutors</li> <li>• Partner organisations</li> <li>• The public</li> </ul>

## 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, site maintenance and monitoring 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 observed.
- 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 assist with wildlife and habitat surveys working with ranger teams and special interest groups.
- 3.8 Attend relevant and necessary accredited training such as first aid and Chainsaw Operations.
- 3.9 To attend college regularly as necessary and complete required assignments and End Point Assessment.

#### **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 Communicate effectively within the placement team and with the NPA'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 their 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.

## 9 Job description agreement

9.1 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
<b>Education / qualifications</b>			
A basic level of English and Maths	Y		A / T
Willingness to train and study for Countryside Worker apprenticeship	Y		A / I
Valid driving license	Y		A
<b>Experience</b>			
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
<b>Knowledge</b>			
Knowledge of the natural and cultural heritage of the National Park		Y	A / I
<b>Skills</b>			
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
<b>Impact and attributes</b>			
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