

Job Description



1 Job details

Job title:	Seasonal Assistant Ranger
Team:	Ranger
Post number:	P02128
Hours per week:	37
Grade:	Band 2
Base:	Town Hall, Avenue Road, Lymington
Accountable to:	People and Wildlife Ranger
Responsible for:	N / A
Budget Responsible Officer (BRO):	No
Car user:	Casual – use of NPA mobile information unit / pool vehicles
Politically restricted:	No
Does this post involve working with children and/or vulnerable people?	Yes (not on a one-to-one basis)
Key liaisons:	New Forest National Park Authority (NPA) staff, Forestry England staff and volunteers, campsite staff, partner organisations, the public.

2 Role summary

- 2.1 To help deliver a programme of activities, events and guided walks to help people enjoy and understand the special qualities of the New Forest National Park and encourage caring attitudes towards the New Forest.
- 2.2 To engage with Forest users to help reduce the negative impacts of recreation, including disturbance to ground nesting birds.
- 2.3 To add value to the visitor experience gained from staying at New Forest campsites.

3 Main duties and responsibilities

- 3.1 Assist the team of rangers to deliver a schedule of public activities, events and guided walks around the New Forest to engage with local people, visitors and organised groups, helping them to enjoy and understand the natural beauty, biodiversity and cultural heritage 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, plan, create and deliver a programme of seasonal engagement activity sessions adding value to the visitor experience and encouraging caring attitudes towards the New Forest National Park.

- 3.4 Maintain records of work done and numbers of people engaged with and contribute to NPA reporting procedures including an end of season report to be agreed by the line manager.
- 3.5 Assist the NPA rangers, Forestry England rangers and New Forest campsite staff with other promotional activities as the need arises.
- 3.6 Undertake other duties commensurate with the post as may reasonably be requested from time to time.

4 Problem solving

- 4.1 Good knowledge of the New Forest is needed to deal effectively with simple enquiries, referring to more experienced staff if unsure.
- 4.2 At times, there will be a requirement to assess a situation with the public, environment, animals, health and safety etc. and take the best course of action, being mindful of guidance and training given and referring to line manager or other rangers as necessary e.g. safely moving member of the public away if approached by livestock on a guided walk.
- 4.3 Occasionally oversee volunteer assistants whilst out on site, e.g., if a volunteer helps staff the mobile unit out in the National Park.

5 Decision making

- 5.1 The line manager will set targets and objectives but the post holder will act on their own initiative on occasion referring to the line manager or other team members for guidance.
- 5.2 Make day to day decisions on delivering an agreed work programme.
- 5.3 Decide how best to convey key messages as identified through induction, training and as directed by the line manager and other rangers.
- 5.4 As a public facing role, some actions and decisions may affect how the NPA is perceived by some individuals.

6 Operational responsibility

- 6.1 Follow all health and safety procedures and adhere to all NPA policies.
- 6.2 Responsible for the planning, creation and safe delivery of pre-approved public engagement activities as agreed with the line manager or other rangers.

7 Communication

- 7.1 Good interpersonal skills needed with NPA staff and partners and confidence in communicating with the general public, including children (70% external, 30% internal)
- 7.2 Delivery of agreed key messages through face to face engagement with members of the public using appropriate level of information tailored to their audience.

8 Working conditions

- 8.1 Work is from an office base but much time will be spent outside, within and just beyond the boundary of the National Park.
- 8.2 There is a need to work regular evenings, weekends and bank holidays. During the school summer holiday period this will include activity sessions resulting in regular late finishes of 8pm 3 days a week and up to 10pm once a week.

8.3 The work may include some lone working e.g. route checking for a public walk from a campsite or car park.

9 General

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

10 Job description agreement

10.1 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 with the ability to adapt to audience needs	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			
Ability to develop constructive working relationships	Y		A / I / T
Be willing and able to approach, be approached by, and talk with, members of the public about the New Forest and the work of the National Park Authority	Y		A / I / T
Keen team worker, who can share ideas and information with colleagues	Y		A / 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