

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Seasonal Assistant Ranger
Service:	Communities
Team:	Parks & Countryside
Location:	Frensham Common, Bacon Lane, Churt, GU10 2QB
Reporting to:	Head Ranger
Responsible for:	Supervising Volunteers and visitor management.
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> To assist countryside ranger staff in the management of Frensham Common at weekends and bank holidays from Easter until September. 	
MAIN DUTIES AND ACCOUNTABILITIES	
Visitor management , to include :-	

- Assisting with parking charges (Ringo)
- Maintaining a presence around Frensham Great Pond & Frensham Common during busy visitor periods;
- Assisting with the enforcement of byelaws and appropriate visitor behavior;
- Providing visitor information and guidance.
- Car park management.

Site Management and Maintenance, to include :-

- Assisting with keeping the site tidy;
- Routine monitoring tasks eg recording water levels and quality;
- Assisting with other practical countryside management tasks as required.

Health and Safety

Comply with all Health and Safety legislation for your area of work, ensuring that risks are identified, reported and managed as required

DIMENSIONS OF THE ROLE

- Two seasonal assistant rangers will be working each weekend and bank holiday, under the supervision of a Duty Ranger. They will share the work and alternate roles in order to provide work breaks and variety whilst still providing cover.
- The working day will normally be 7.5 hours, from 9am to 5pm with breaks. However, at extremely busy times you may be requested to be flexible.

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- The seasonal rangers will be responsible for car park management and directing visitors to car park charge boards.
- The seasonal rangers will normally be working under the direction of a duty ranger and will not normally be asked to make decisions of significant impact.

PLANNING/ORGANISING/CONTROLLING

- The seasonal rangers will have a certain amount of responsibility to plan their activities around the core duties and for maintaining cover around break times.

CUSTOMERS AND CONTACTS

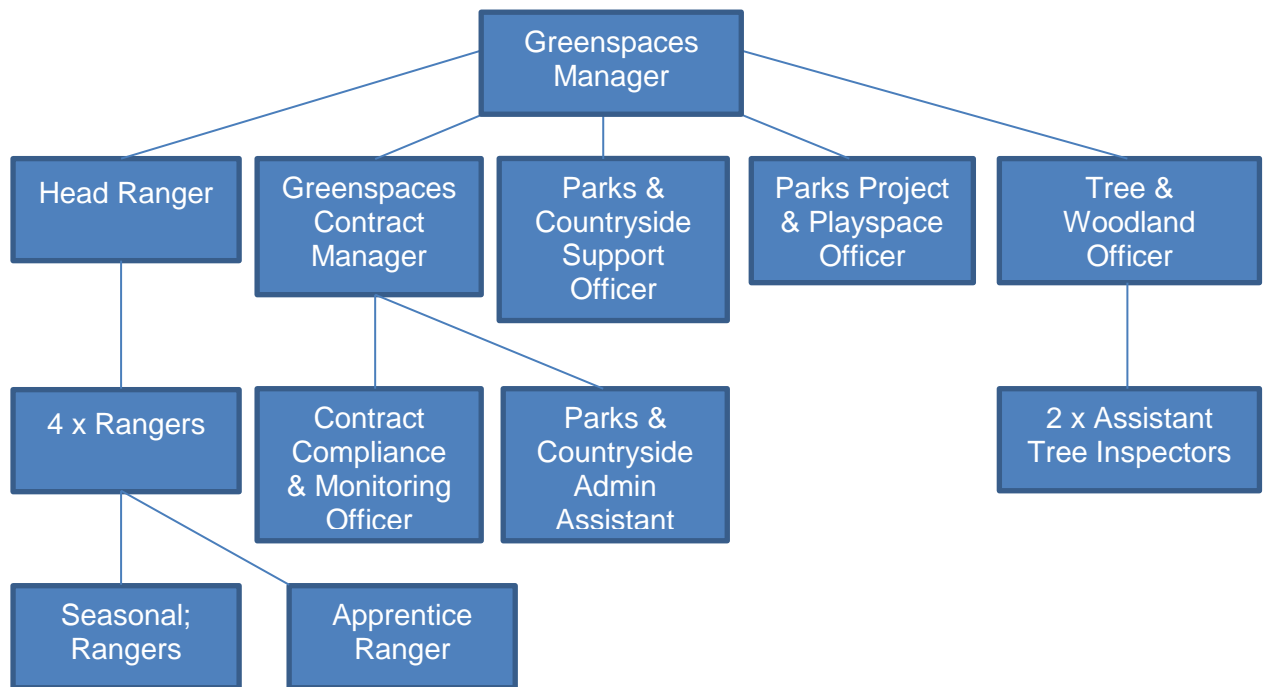
INTERNAL

- Duty Rangers (4); Head Ranger; Elected members.

EXTERNAL

- General public, Town & Parish Council's, statutory bodies, voluntary conservation groups, residents and friends / user groups.

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	Currently studying or volunteering towards a countryside career.	A/I	Education and qualifications up to A level or equivalent in countryside management.	A/I/C
KNOWLEDGE /TECHNICAL SKILLS	Knowledge of practical conservation skills.	A/I	Has been a countryside volunteer.	A/I
			Awareness of Safeguarding.	A/I
			Relevant knowledge of British wildlife identification.	A/I
			Previous experience of enforcement or CSAS training	A/I
COMMUNICATION	Good verbal and written communication skills.	A/I		
	Confident and interested in dealing with the public.	A/I		
CUSTOMER SERVICE	Excellent customer service & ability to deal with difficult people / manage conflict positively.	A/I	Experience of working for Local Authorities	A/I
	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I		
	Accurate spoken English is essential for the post	I		
TEAM WORKING	Ability to contribute positively and maintain effective working	A/I		

	relationships in a small team			
	Time Management skills	A/I		
MANAGING SELF AND OTHERS	Reliable and trustworthy.	A	Self motivated.	A/I
	Good time keeping.	A		
	Able to work on own initiative and apply good judgement.	A/I		
CAN DO APPROACH / ACHIEVING RESULTS	Achieves targets on time.	A/I	Takes pride in achieving results.	A/I
	Willing to go beyond what is required under circumstances to achieve target.	A/I		
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	Full valid driving licence	A/C	Some 4x4 or off-road driving experience.	A/C
	Able to carry out physical practical tasks, including lifting and carrying, in an outdoor environment during variable weather conditions.	A/I	Knowledge of First Aid.	A/C

How assessed

A = Application CV/Personal Statement
 C = Certificates/professional Registration
 D = DBS police check
 E = Exercise
 I = Interview
 M = Medical assessment

For Official Use only			
Job title:	Seasonal Assistant Ranger	Post no:	ED34 and ED35
Service:	Commercial Services	JE score:	N/A
Team:	Parks & Countryside	Pay band:	11
Location:	The Ranger's Office, Frensham Great Pond, Bacon Lane, Churt, GU10 2QB	Position type: (if part time, working pattern)	Part time Weekends & Bank Holidays. 7.5 hours a day
Competencies: (level 1 – 4)	Communication:	1	
	Customer Service:	1	
	Team Working:	1	
	Managing Self and Others:	1	
	Can do approach/Results	1	
REVIEWED BY:	Head Ranger	DATE:	February 2021
CHECKED IN:	Human Resources	DATE:	February 2021
LAST UPDATED:	Human Resources	DATE:	February 2021