

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

**Visitor management**, to include :-

- Assisting with parking charges (Ringo), and card / chip and pin ticket machine.
- Maintaining a presence around Frensham Great Pond & Frensham Common during busy visitor periods;
- Assisting with the enforcement of byelaws, Public Space Protection Orders and encouraging appropriate visitor behavior;
- Providing visitor information and guidance.
- Car park management.

**Site Management and Maintenance**, to include :-

- Assisting with keeping the site tidy; litter picking, path clearance, fencing repairs, installing signage and estate management duties.
- Routine monitoring tasks eg recording water levels and monitoring quality; adding to biological records (butterflies, birds, reptiles etc.)
- Assisting with other practical countryside management tasks as required or directed by the ranger team.

**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**

- One seasonal assistant ranger 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 role will be split between visitor management and practical conservation / estate maintenance tasks.
- 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 ranger will be responsible for car park management and directing visitors to car park charge boards.
- The seasonal ranger 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 ranger 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**

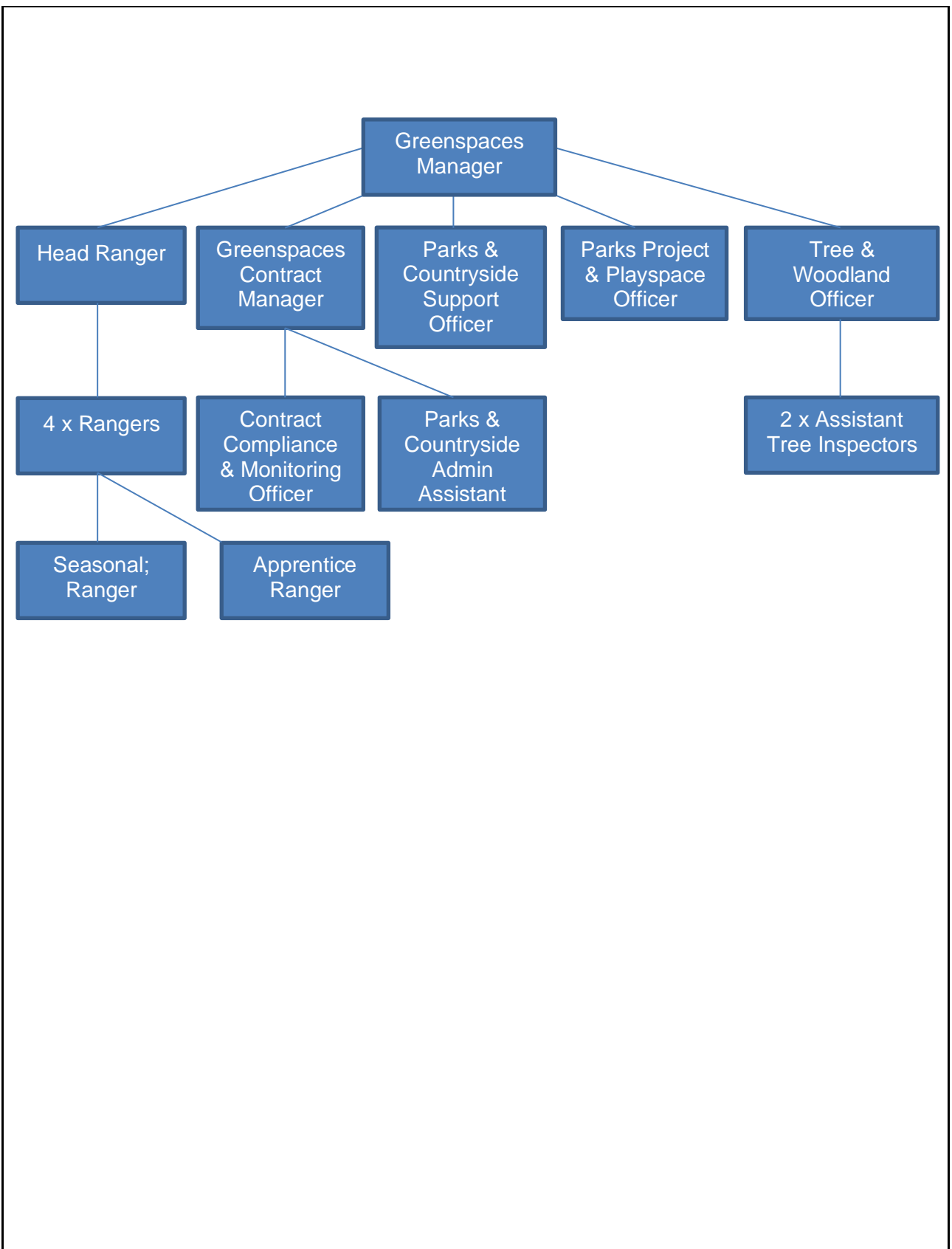
**INTERNAL**

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

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

**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			
<b>Job title:</b>	Seasonal Assistant Ranger	<b>Post no:</b>	ED34 and ED35
<b>Service:</b>	Commercial Services	<b>JE score:</b>	N/A
<b>Team:</b>	Parks & Countryside	<b>Pay band:</b>	11
<b>Location:</b>	The Ranger's Office, Frensham Great Pond, Bacon Lane, Churt, GU10 2QB	<b>Position type:</b> (if part time, working pattern)	Part time Weekends & Bank Holidays. 7.5 hours a day
<b>Competencies: (level 1 – 4)</b>	Communication:	<b>1</b>	
	Customer Service:	<b>1</b>	
	Team Working:	<b>1</b>	
	Managing Self and Others:	<b>1</b>	
	Can do approach/Results	<b>1</b>	
<b>REVIEWED BY:</b>	Head Ranger	<b>DATE:</b>	February 2022
<b>CHECKED IN:</b>	Human Resources	<b>DATE:</b>	
<b>LAST UPDATED:</b>	Human Resources	<b>DATE:</b>	

