

## Role Description

**Role Title:** Assistant Countryside Ranger (Engagement)

**Location:** Ham Hill Country Park

**Grade:** 4

### Main purpose

To assist the Ham Hill Country Park ranger in daily maintenance at the busy award winning Country Park site. Assisting in all practical tasks at the Country Park and delivery of volunteer participation schemes. Developing new opportunities for the public's enjoyment of the site and ensuring access is safe and inclusive. Assisting with the delivery of public events and wildlife protection and enhancement schemes. Assisting the Activity & Interpretation Planner & Evaluation Consultant as part of the development stage of the National Lottery Heritage Fund project 'Uncovering Ham Hill's past for its future'.

### Key tasks

#### Leadership Responsibilities

Assist with leading volunteers and training volunteers in appropriate management techniques where relevant.

#### Core Tasks

- Assist with the maintenance and conservation of heritage at the country park.
- Regularly undertaking physically demanding tasks in all weathers.
- Litter picking and emptying of dog waste bins throughout the site.
- Reporting and clearing up of fly tips and anti-social behaviour like graffiti.
- Assist in the delivery of weekly practical conservation volunteer task days.
- Work alongside the Heritage Fund project team to recruit new volunteers and Friends group members.
- Assist the Heritage Fund project team in providing training for new volunteers in a variety of roles including visitor engagement.
- Assist in the delivery of public events online & face to face.
- Assist in the evaluation of delivered events alongside the Activity & Interpretation Planner & Evaluation Consultant.
- Work alongside the Community Heritage Officer & Ham Hill ranger to lead and evaluate trial events for the Heritage Fund project.

- Provide a point of contact face to face in the country park for the visiting public and to answer enquiries via telephone and email.
- Carry out practical habitat management work, in line with the management plan, such as buddleia clearance, tree planting, hedge laying and woodland management.
- Assist with site safety works including safety inspections on trees and structures, footpath maintenance and maintenance of all structures.
- Assist in the promotion of the country park and events through posters and administration of the Ham Hill Country Park Facebook page.
- Support the countryside team in management of additional countryside sites (Ham Hill Country Park, Chard Reservoir, Moldrams Ground LNR, Eastfield LNR and Sampsons Wood) by participating in team days throughout the year.
- Help to ensure that the Ham Hill ranger station is kept in a good state of repair & cleanliness and any faults are reported to the manager.
- Ensure all tools and machinery are kept in full working order and a log of maintenance is kept in line with PUWER.
- Undertake training as required to ensure that H&S policies are adhered to & for appropriate machinery i.e. chainsaw refresher training, ATV driver training.
- Assist with wildlife recording at the country park to ensure species lists are kept up to date and to ensure that the appropriate habitat management work is delivered.
- Keep the country park and all associated buildings and stores secure.
- Adhere to the guidelines and policies as laid out in the Countryside Staff Handbook and Countryside Policies document.

## Personal Specification

### Professional and educational qualifications

Essential	Desirable
Relevant NVQ or equivalent qualification	First aid trained
	Chainsaw trained (NPTC or LANTRA)
	Brushcutter trained (NPTC or LANTRA)

### Experience

Essential	Desirable
Experience of working on a busy countryside site	Experience of film making & editing
Experience of working with the public and user groups	Experience of GIS
Experience of working with volunteer groups	
Experience of tool maintenance	
Experience of delivering events	
Experience of social media in a professional setting eg. Facebook, You Tube, Instagram	

## Key Skills

Essential	Desirable
Confident and competent practical skills	Good written communication skills
Ability to stay motivated if problems arise	
Driving licence	
Ability to comply with all SSDC Health and Safety policies and procedures	
Good customer care skills	
Good verbal communication skills	

## Knowledge

Essential	Desirable
Knowledge of countryside management	Ham Hill Country Park
Knowledge of safe working practices	