

<b>Post title:</b>	Countryside Volunteers Ranger
<b>Grade:</b>	Grade I
<b>Responsible to:</b>	Community Engagement & Countryside Manager
<b>Staff managed:</b>	Manages a team of volunteers
<b>Directorate:</b>	Environment
<b>Service:</b>	Parks and Grounds
<b>Job family:</b>	<b>P&amp;T - Professional &amp; Technical</b>
<b>Date of issue:</b>	April 2024

### Job context

The Parks and Grounds Service is responsible for the ‘front line’ delivery of the maintenance and enhancement of all designated parks, recreational areas, open spaces - including within Council owned housing in North Yorkshire. The service also includes management of arboriculture, horticulture, community infrastructure (such as for play and allotments), delivery of commercial services directly to customers and businesses, and extensive partnership working with a diverse range of stakeholders.

The vast array of community assets within our parks and open spaces, and the teams that support the management and improvement of them, will play a key role in delivering the Council ambition to be the most local, large council in England. By bringing together into one place the work we undertake directly with communities, elected representatives, funding bodies and other regional and national stakeholders we can maximise the opportunities for environmental benefits, inward investment, and stakeholder engagement across our sites.

Services delivered by this function will include:

- Coordinating the work through volunteer groups as well as supporting them to deliver programmes of work associated with site specific land management plans working to the groups’ self-sufficiency.
- Specific sites to manage for protection of biodiversity as well as historical and geological features.
- Facilitating volunteering sessions to ensure health and safety is managed and works completed successfully.
- Work with schools and other organisations to educate, raise the profile and encourage greater participation in community events.
- To manage specified land assets to conserve flora and fauna and biodiversity, facilitate informal recreation and provide for educational use.
- To recruit and manage volunteer activities and events to undertake practical countryside conservation tasks including management of historical and geological features.
- To manage cycle tracks across the area.
- To engage with schools and ensure younger residents gain a good understanding of the green spaces in our district, and the role litter management and recycling play environmentally.

### Job Purpose:

**The core focus of this job is to coordinate volunteer working parties at various sites to manage and maintain specific countryside sites for the benefit of conservation and biodiversity according to site specific management plans.**

**Operational management:**

- Ensure compliance with policies, procedures, risk management and the required health and safety training associated with the delivery of the local P&G service.
- Coordination of specific site assets and improvements within parks and grounds, maintaining accurate records and identification of improved working practices and effectiveness of the assets.
- Ensure designated sites are managed to conserve and enhance biodiversity, historical and geological features.
- Responsibility for own stock of hand and power tools, required to ensure maintained to high quality and able to be used throughout the year as required by individuals and volunteers.
- Knowledge of practical countryside management and natural history (supervising practical tasks for volunteers such as hedge laying, scrub clearing, coppicing, tree and hedge planting, footpath repairs, woodland management).
- Self-motivated to plan own workload and be adaptable to change at short notice.
- Actively plan volunteer workdays throughout the year with a detailed understanding of H&S management for each activity as required.
- Able to deliver suitable training to all to ensure compliance with actions on site.
- Awareness of best practice documents as well as the latest legislation is essential.
- Resolving problems on site and in meetings in relation to site management issues such as vandalism, drainage, and improvements.
- Fencing repairs and footpath improvements.
- Site inspections and awareness of livestock on some sites.
- Responsible for own work and task planning and able to adapt to change.

**Resource management:**

- Work with internal and external stakeholders to maximise opportunities for funding to enhance capital and environmental assets across our estate.
- To give leadership, management, and direction to volunteers of the service through the establishment and promotion of service and individual objectives, training, priority setting, health, and safety.
- Stock management of tools and litter picking equipment which can be loaned out to volunteer groups etc.
- Budget management including grant applications (internal and external)
- Writing site and task specifications for contractors to ensure compliance on site and through the procurement processes.
- Accurate recording of expenditure in relation to grant applications and report writing to explain improvements achieved.
- Writing and updating of site management plans including site improvement planning.
- Use of a council vehicle and trailer (not HGV).
- Able to use a wide variety of large (grass cutters, dumper trucks and trailers) and small machinery (hand and power tool) on a daily basic. This will include hired plant for specific maintenance.

**Partnerships:**

- Work directly with a range of partners/agencies/groups, both internal and external, to develop and maintain co-operative relationships – contributing to the long-term investment in and management of our parks and open spaces.
- Ensure positive engagement and working with volunteer groups and communities to encourage participation in appropriate development, usage and maintenance of the Councils parks and open spaces, including development plans for designated sites.
- Close working relationship with town and parish councils as well as division councillors.
- Close partnership relationships with external organisations such as Natural England, the National Trust, and the Forestry Commission.
- Counselling/caring and use of interpersonal skills with volunteers and colleagues.
- Enhance and develop close working relationships with landowners and farmers.

**Strategic management:**

- Help shape and deliver service transformation and harmonisation in-line with the Council's target operating model (TOM).
- Provide technical advice and input to planning enquires, community infrastructure needs and proposals.
- Contribute to developing new ways of working that maximise efficiency and effectiveness of the service across the county.
- Inform and analyse national and local policy change and communicate implications.
- Coordinates and plans ahead projects and improvements.
- Able to adapt to issues which may arise, and problem solve to ensure site safety and accessibility.
- Considers funding options fully.
- Able to deal with conflict management and sensitive confrontational matters which could have an adverse effect on the council.
- Ecological research to monitor wildlife.
- Writing and updating of site management plans including site improvement planning.
- Responsible for own work and task planning and able to adapt to change.
- Able to check on the quality of work undertaken by others and make decisions relating to site improvements.

**Communications:**

- Liaison, consultation and engagement with Managers, Councillors, Parish Councils, unions, government bodies (e.g., DEFRA), other representative bodies and members of the public on areas of responsibility and to attend meetings, as required.
- Utilise network of stakeholders to maximise opportunities for engagement and to positively promote the service locally, regionally, and nationally.
- Prepare and present reports and presentations to Senior Management and other meetings / stakeholder groups.
- Manage challenging situations effectively and pro-actively to improve the performance of staff and/or volunteers through communication and the provision of support and guidance.
- Able to communicate effectively with people of all ages and abilities.
- Able to adapt presentation style to audience appropriately.
- Dealing with inquisitive and occasionally challenging stakeholders.
- Resolving problems with groups of volunteers such as site management issues like vandalism, drainage, and improvements.
- Conflict management (dealing with discussions calmly and effectively in a sensitive manner).
- Interactive onsite training with volunteers.
- Attendance at a variety of meeting both in regular working hours and on evenings/weekends. This involves negotiating to ensure the correct course of action for each individual site/situation is taken. This will influence the outcome of the overall work programme.
- Negotiating with land managers/farmers to promote nature conservation.
- Dealing with school children and engaging them to take notice and respond positively to educational sessions.
- Provision of conservation advice.
- Presentations to a diverse audience in relation to job role
- Considering implications of anti-social behaviour and the service interlinks as a whole.

**Systems and information:**

- Ensure that systems and processes to support the service are consistent with the Council standards and procedures.
- Champion the development, implementation and continued use of relevant IT systems and tools to support management, delivery, and development of services.
- Ensure systems are accurate and up to date in support of insurance enquiries.

	<ul style="list-style-type: none"> <li>• Ensure government guidance and legislation are interpreted appropriately and are adhered to in a manner consistent with good practice.</li> <li>• Thorough understanding of Microsoft packages particularly Excel, Word, Outlook, and PowerPoint.</li> <li>• Willing and able to learn new software packages i.e., finance management and project management tools.</li> <li>• Able to use skills to apply online for external funding.</li> <li>• Able to actively engage online using Microsoft Teams and Zoom.</li> <li>• Knowledge of the corporate complaints' procedures and escalation process.</li> <li>• Knowledge of the FOI process and how to deal with it.</li> </ul>
<b>Safeguarding:</b>	<ul style="list-style-type: none"> <li>• Aware of potential situations whilst working with volunteers of all ages and abilities, knows how to report concerns.</li> <li>• Able to write own risk assessments for tasks being undertaken as well as dynamic risk assessments on site.</li> <li>• Knowledge of council/authority health and safety guidance as well as specific safety manuals for key equipment.</li> <li>• Aware of all guidelines and procedures.</li> </ul>

<b>Person Specification:</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Significant knowledge of current good practice standards both at local and national level in relation to P&amp;G services.</li> <li>• Extensive knowledge and experience of managing various funding streams, apply criteria and producing associated documentation.</li> <li>• A proven track record of successful delivery through partnership working, including working at the political interface.</li> <li>• Experience of planning and delivering significant works programmes.</li> <li>• A confident advocate of environmental sustainability in managing sites.</li> <li>• Experience of countryside management and conservation work</li> <li>• Experience of creating and maintaining records/populations relating to habitat protection and wildlife areas</li> <li>• Ability to use a wide variety of hand and power tools, including chainsaws.</li> <li>• Knowledge and understanding of relevant legislation.</li> <li>• Experience of leading and supervising volunteers, external groups, and organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of countryside management and farming issues</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to lead and motivate a team of volunteers and to manage and direct others.</li> <li>• Numerically astute with excellent written and oral communication skills.</li> <li>• Ability to positively interact with customers and to understand their needs.</li> <li>• Self-motivated and able to work without close supervision.</li> <li>• Ability to develop, lead and maintain effective partnerships both within and outside the service.</li> <li>• Ability to negotiate and influence at a senior level both within and outside the service and externally to the Council.</li> <li>• Able to understand the needs of stakeholders and successfully negotiate and influence.</li> <li>• Experience in securing external funding.</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation experience to all ages</li> </ul>

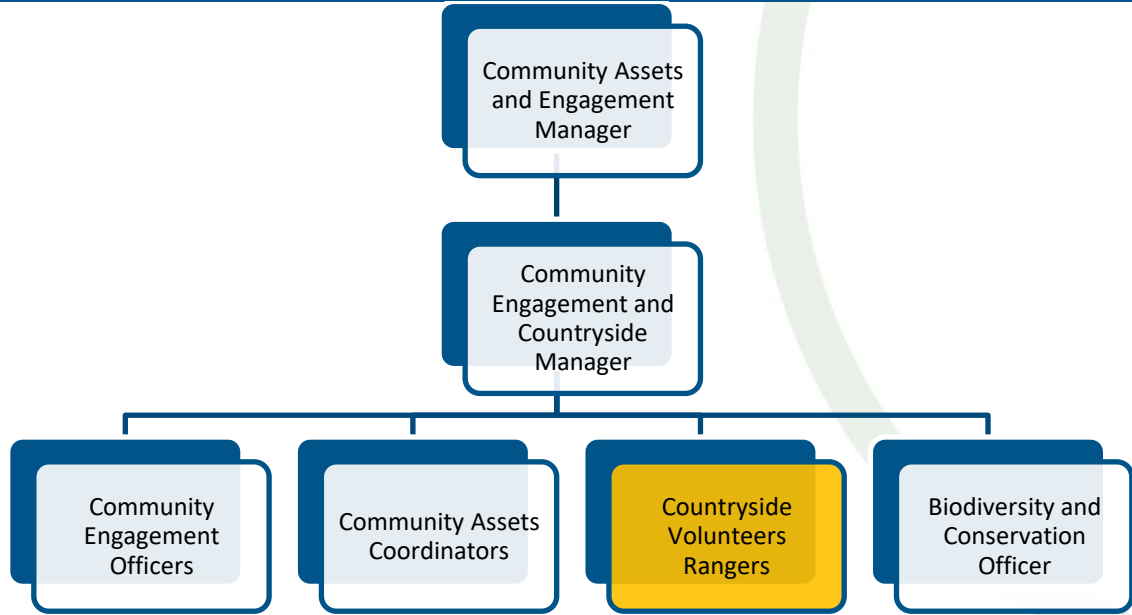
<ul style="list-style-type: none"> <li>• Knowledge of health and safety required as will be working with tools</li> <li>• Highly organised and able to work to deadlines.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Positive attitude with the ability to adapt to many different situations and challenges.</li> <li>• Able to manage workload and activities whilst out in the field as well as when office based.</li> <li>• Ability to understand and adhere to policy and process.</li> <li>• Excellent computer skills.</li> <li>• Able to make considered decisions concerning areas of work.</li> <li>• Able to prepare and deliver training and presentations to members of the public.</li> <li>• Communication experience with people of all ages and backgrounds.</li> <li>• Knowledge of working with volunteers and community groups.</li> <li>• Team player.</li> <li>• Flexible and proactive approach.</li> <li>• Good communication skills both written and verbal.</li> <li>• Creative approach to problem solving.</li> </ul>	
<p><b>Behaviours</b></p> <p><a href="#">link</a></p>	<ul style="list-style-type: none"> <li>• Positive approach to promotional opportunities</li> </ul>
<p><b>Professional Qualifications</b></p> <ul style="list-style-type: none"> <li>• Level 4 qualification or higher and/or commensurate professional experience of the duties contained within the job purpose (above).</li> <li>• Relevant qualification to minimum standard of HND or demonstrate considerable relevant experience.</li> <li>• NPTC Certificate of Competence for Chainsaw.</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of a relevant professional body</li> </ul>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Keen to develop and learn new skills.</li> <li>• Required to have physical dexterity and use precision/accuracy daily.</li> <li>• Able and willing to work outside in all weathers.</li> <li>• Able and willing to undertake heavy lifting and stock management.</li> <li>• Must hold full, clean driving licence, and have a vehicle available for work purposes.</li> <li>• Able and willing to work evenings and weekends as required.</li> <li>• Ability to travel across the county.</li> </ul>	

**Career progression:**

- At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g., apprenticeships and work shadowing/coaching.
- As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.



## Structure



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.