

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Assistant Specialist Ranger – Education, Communities & Health	JEID	
Salary Grade:	Scale D		
Team:	Country Parks/ Green Spaces & Rural Economy		
Service Area:	Infrastructure & Sustainable Communities		
Primary Location:	Kingsbury Water Park/ Ryton Pools Country Park/ other sites as required		
Political Restriction	This position is not politically restricted.		
Responsible to:	Strategy & Commercial Manager		
Responsible for:	N/A		

Role Purpose

To assist with the delivery of programmes, activities and events that support all-age education, community development and that contribute to physical and mental health and wellbeing.

Assist in the delivery of school visits.

Assist the delivery of volunteer programmes, to support management and maintenance of the Country Parks and Greenways and to enhance wellbeing through physical activity, social contact and participation.

Role Responsibilities

To provide a high-profile point of contact for visitors by giving information, advice and assistance.

To assist the Specialist Rangers for Education, Communities & Health and the wider ranger team, in the coordination and delivery of environmental educational, community and health-related activities and events, including the schools and holiday events programme, based in Country Parks.

To help with the evaluation, recording and reviewing of sessions with participants and session leaders

to refine, enhance and help develop future programmes.

To assist in the coordination and management of school and group visits.

To maintain classrooms with appropriate materials and interpretative aids, and to care for equipment and ensure it is returned, and facilities left secure.

To assist with preparations before and clearing up after sessions.

To ensure compliance with specific regulations and policies including health and safety and child protection and safeguarding.

To contribute to, and have an understanding of, relevant risk assessments, to support safe visits for schools and community groups.

To assist with compliance with all the conditions of and re-accreditation of awards such as the Learning Outside the Classroom (LOtC) quality badge.

To assist in the development of new packages which meet the needs of teachers, other community groups, volunteer groups and the general public.

To ensure that data sheets and other monitoring records are completed correctly.

To ensure that customer care is a central dimension to service delivery.

To help open and close the site and its facilities at specified times.

To support the wider ranger team in the general maintenance and management of the sites, including, where necessary, carrying out regular checks of the site to ensure that safety, hygiene and cleanliness are maintained, empty bins and to take action to remedy any shortfalls or to report them as necessary.

To undertake cleaning, when required, including toilets and specific areas, to a set standard. Replace toilet tissue, hand towels etc as required.

To be responsible for litter clearance, including litter and dog bin emptying.

To undertake duties which may reasonably be required from time to time, consistent with the general level of responsibility of the post.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Knowledge of native flora and fauna	A, I, T
Practical countryside skills, including use of hand tools, power tools and/ or NPTC qualification	A, I, D
Previous experience of working or volunteering in a country park or leisure environment	A, I
Interest in wildlife, conservation and sustainability issues	A, I
Customer service experience	A, I
To be able to communicate, in person and in writing a variety of information to a range of people in a front-line service	A, I
Able to evaluate the best course of action when faced with a problem, or a number of options	A, I
Experience of delivering activities and events for different age groups	A, I
Ability to walk and cycle up to 5 miles on uneven terrain and in all weathers	A, I
Mobility essential. Able-bodied applicants must be able to drive and have a driving licence. Disabled applicants should be able to perform the job with aid, where necessary	A, I, D
Experience of working within a team, on own initiative and lone working	A, I
The ability to work under pressure, including meeting deadlines and dealing with interruptions and prioritising work	A, I
Able to work weekends and Bank Holidays and flexibility to cover extra shifts as required	A, I
Good literacy and numeracy skills	A, I
Good ICT Skills, including Word, Excel, Powerpoint	A, I
Experience of accurate cash handling	A, I

Desirable Criteria

Assessed By:

Knowledge of Health and Safety legislation and risk assessment processes	A, I
Experience of towing trailers, use of 4 wheel drive and tractors	A, I
Conservation knowledge and habitat management	A, I
Qualification/ studying for countryside/ recreation management/ education/ health or equivalent further education in relevant subjects	A, I, D
Experience of the National Curriculum, as well as in the admin. and organisational needs of running programmes of school visits	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore

not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	