

Job Description

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 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:	Ranger / Volunteer Coordinator	JEID	
Salary Grade:	H		
Team:	Rights of Way		
Division / Service:	Network Management, County Highways		
Directorate:	Communities		
Primary Location:	Budbrooke Depot		
Car User:	NA		
Responsible to:	Rights of Way Team Manager		
Responsible for:	NA re WCC staff – see supervisory / training role re volunteers.		

Role Purpose

To assist in the delivery of the Rights of Way service with respect to the physical maintenance of the footpath network and any associated structures or features.

To organise (plan and program) and supervise the work of volunteer groups and others who are able to assist with the delivery of the service.

To provide logistical support to volunteer groups by way of ordering, receiving and transporting appropriate equipment, tools and materials to site.

To manage the assets required for the effective delivery of this service including: - Depot storage and parking facilities, Vehicles, Plant, Power tools, Hand tools, Stocks and consumable items.

To ensure that all work, including the activities of volunteers is carried out in accordance with appropriate Health & Safety practices and Risk Assessments.

Role Responsibilities

To perform such tasks as are necessary to open, maintain or improve public Rights of Way: Including, repairing or installing stiles, gates, bridges, surfaces and land drainage systems.

Liaison with volunteer groups and Community Service managers to provide for the effective deployment of volunteers on the network and the maximization of volunteer input.

Provision of logistical support to volunteer groups, including the purchase and transportation of materials and equipment.

Purchase and secure storage of materials such as timber, steel gates, ironmongery and consumable items.

Training and supervision of volunteers on site, including health & safety induction and instruction in the proper use of tools and equipment.

Daily maintenance (including appropriate safety checks) of vehicles and equipment (including power tools) in accordance with WCC policy including ensuring vehicles and plant are serviced in line with schedules issued by Fleet Management.

Ensure lifting equipment is inspected and maintained in line with WCC insurance requirements.

To implement and monitor Health & Safety legislation including the Risk Assessment of all on site activities.

Liaison and negotiation with landowners re access and related issues.

Purchase, maintenance and safe custody of power tools and hand tools.

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), Interview (I), a presentation (P) or documentation (D)

Essential Criteria

Assessed By:

• Full UK driving licence	A
• Experience (including appropriate certification) of using power tools such as chainsaws, brush cutters and hedge trimmers – including relevant certification.	A/I/D
• Holder of a current First Aid at Work qualification.	A/D
• Holder of a current fork lift truck operators certificate.	A/D
• Experience in the planning and programming of minor construction works.	A/I
• Capable of effectively delivering on site training to a wide variety of people.	A/I
• Understanding of the use and application of Risk Assessments.	A/I
• Good verbal communication skills.	I
• Good organisation and motivational skills.	I
• Willing to undertake a CRB check.	A/I

Desirable Criteria

Assessed By:

• Driving licence to include towing of trailers up to 3.5 tonne and experience.	I/D
• Trained and experienced in "off road" driving.	A/I/D
• PC / IT skills.	A/I
• Previous experience of working with volunteer groups.	A

*Working for
Warwickshire*