Assistant Ranger Job Description and Person Specification

Job Title: Assistant Ranger

Salary: £24,000

Working Hours: 37.5 hours

Location: Chiltern Rangers, High Wycombe Buckinghamshire, HP11 1SL

Assistant Ranger Profile:
We are looking for an Assistant Ranger who can deliver and support the management of a wide range of community-based conservation projects engaging a broad range of stakeholders.

You will have some practical conservation experience and will be expected to reflect our core values in delivering our mission.

As an Assistant Ranger, you will be able to show a range of skills and competencies as well as being community-minded and have an aptitude for working with people of all ages and abilities in delivering our conservation projects.

Assistant Ranger Duties & Responsibilities:
You will be responsible for ensuring that the sites and projects you work on are positively managed for biodiversity and the communities engaged see a positive outcome for themselves and those that live and work there. You will assist the Ranger team in the delivery of practical based environmental projects with the help of the local community.

You will support Chiltern Rangers staff to deliver projects on time, safely and within budget. The sites and projects will be managed in accordance with the Operations Manual, site and project management plans.
Chiltern Rangers aim to engage and inspire a wide range people and organisations including schools, businesses, faith groups, uniformed groups, local authorities and the local community in general.

It's about getting people of all ages and abilities to take part in looking after the local environment, having fun and hopefully come back for more! Chiltern Rangers aim to be truly representative of the local community and become relevant, welcoming and enjoyable to and for people of all social and economic demographics.

As part of our team and with the help of the community, you will assist in the delivery of a variety of conservation and environmental educational projects. These will be almost as variable as your volunteers, you will help with the management of a variety of Chiltern priority habitats including Woodlands, Chalk Grasslands and Chalk Streams but will also work on urban parks, hospitals, school grounds, housing estates, farmland and more. Tasks include delivering a wide variety of activities such as scrub clearance, woodland thinning, hedge laying, tree planting, footpath work, litter clearance, grass cutting, creating wildlife-friendly community gardens, forest school sessions, guided walks and much more.

The role will involve elements of project monitoring; ensuring that what you've done, who you've done it with and how long it took are all inputted in to our system.

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There are numerous other responsibilities such as maintaining tools & equipment, help keeping the depot, office and vehicles clean, tidy and maintained as appropriate including regular vehicle checks**.**

About you

To succeed in this role you will be excellent at working with people and will need to transmit your passion for place and wildlife to both new and existing volunteers. You will be able to communicate clearly with people of all ages & abilities from a range of backgrounds including those with learning difficulties and disabilities.

You will have some experience in carrying out a range of practical, physical conservation tasks from scrub cutting and tree felling to creating raised beds, bird feeder stations and bird boxes. You will be flexible, determined and resilient and demonstrate a positive, inspiring and 'can do' approach to the role.

Crucially, you will be willing to learn and develop your skills, experiences and knowledge base.

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As an Assistant Ranger, you will be expected to reflect our core values in delivering our mission. You are expected to show a range of skills and competencies, albeit at an inexperienced level (support, guidance and training is available). You will be community-minded and have an aptitude for working with people of all ages and abilities in delivering our conservation projects.
You need to be organised as there is a fair amount of co-ordination work with this role including collating data and information for reporting purposes.

Proactive, independent thinking together with strong team working are encouraged.

Main Duties:

Community Development and Funding

- Supporting other CR staff to work with a wide range of community groups such as our regular conservation groups, friends of groups, support groups, youth and uniformed organisations and businesses.
- Duties include: Scheduling of events, liaising with contacts & committees, delivery of events including occasional evening or weekend meetings & collating info & data for reporting.
- Help develop small simple funding bids c£5K and support project lead as required.
- Support senior staff in the development of partnerships and relationships with funders and other stakeholders

Habitat Management

- You will be responsible for managing some of our core sites in line with the operations manual and the individual site management plans. You will be expected to work closely with the other rangers who will support you to ensure this work is planned and delivered to the standards expected and will be responsible for ensuring all practical tasks and reporting are completed on time.
- Assist and support teams of Chiltern Rangers staff and volunteers to safely carry out conservation work to deliver our projects to enhance key Chilterns habitats such as chalk grassland, woodland, chalk streams and also urban green spaces too.
- Tasks vary with the seasons and include: driving the minibus/4x4, scrub clearance, hedgerow planting and laying, coppicing, thinning, pond and river maintenance, step and bench installation, brush cutting and other similar duties.

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- You will be required to take the lead on delivering some sessions, coordinating the volunteers and ensuring tasks are carried out safely in line with operations manual, site management and/or project plans.
- Maintain tools & equipment, including as appropriate chainsaw, brush cutter, ride on mower, BCS and other power tools
- Help keep depot, office and vehicles clean, tidy and maintained as appropriate including vehicle checks
- Help recruit, support & train volunteers to carry out survey and monitoring for projects and site plans.

Forest Ranger Schools and Related Educational/Family Events

- Assist Lead Ranger in delivering Forest Ranger School Services and Educational/Family/Community Events
- Occasional need to lead Forest Ranger School Services and Educational/Family/Community Events sessions when required.

Administration and Marketing

- Tasks will vary in line with various projects and funders requirements. Core tasks include: update CRM database, diary and event management software and ensure compliance with GDPR & Safeguarding policies.
- Keep all documents up-to-date and filed appropriately, support the development of business systems as required.
- Collate information and data for writing project reports, press releases, articles, take photographs and publish content for a variety of marketing channels including social media, to promote the work of Chiltern Rangers.

Other Duties

- Any other duties that may be reasonably required in line with the position.
- Fully engage in Chiltern Rangers Appraisal and Professional Development Opportunities in order to develop self and contribution to Chiltern Rangers

Qualifications

Essential

- Driving license (full & clean)
- GCSE Maths & English min grade C or level 4

Desirable

- Training and safe use of brush cutter & strimmers
- Chainsaw CS30 & 31 or equivalent
- PA1 & PA6 Safe Use of Pesticides
- Trained in safe use of wood chipper, mowers and trailer towing,
- Minibus driving qualification (MiDAS)
- Forest School Level 3 Qualification
- First Aid at Work
- Conservation/Ecology qualifications

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Knowledge, Skills and Experience

People

Essential:

- Positive, 'can do' approach to problem solving.
- A team player who is keen to support other staff members and volunteers
- Experience of working with volunteers.
- Experience of working with people with a range of abilities.

Practical and conservation

Essential:

- Minimum 1 year experience of delivering a range of practical conservation tasks
- Understanding of Buckinghamshire & Chilterns landscape and priority habitat types
- Driving license (full & clean).
- Good tea maker - volunteers run on tea!
- Knowledge & experience of basic practical habitat management techniques

Desirable:

- Species identification and surveying techniques
- Off road driving experience

Skills and Experience - Administration and organisation

Essential:

- Good IT skills (Office and Google Workspace) and a good working knowledge of social media
- Good organisation skills – including keeping documents up to date, collating information and data for reporting
- Good communication skills – with a range of stakeholders & volunteers writing press releases, creating social media posts to promote our work and impact.

Desirable:

- A working knowledge/some experience in the use of databases
- Experience in managing elements of and/or delivering projects.

Other Requirements

- Attendance will be required at occasional evening and weekend events/sessions. No overtime is payable but time off in lieu is given.
- Fully engage in Chiltern Rangers Appraisal and Professional Development Opportunities in order to develop self and contribution to Chiltern Rangers
- The post holder must be able to visit sites across all parts of the Chilterns and will be given the use of a Chiltern Rangers vehicle.
- Any other duties that may be reasonably required in line with the position

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Rehabilitation of Offenders Act

"This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment"

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provision of the Act.

We are committed to carefully screening all applicants who will work with children, young people and adults with care and support needs. All applicants will be expected to undertake employment checks, a Disclosure & Barring Service check and provide previous employment references.

Safeguarding

Employee

We expect all employees to carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate.

Manager

Managers will ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained within the area of responsibility. Manage and update the standards as appropriate to the role. Safeguarding standards are monitored and maintained in compliance with organisational policy. Appropriate safeguarding training is provided and standards are reviewed and updated as required.

Senior Managers

Senior Managers will ensure organisational safeguarding strategies reflect statutory requirements and best practice. Ensure these are understood and implemented within the area of responsibility. There is a proactive and positive Safeguarding Culture. The organisation meets its statutory Safeguarding requirements. Strategic risks are effectively managed.