



Job Description

Job Title:	Ranger (Trumpington Meadows)
Location:	Wildlife Trust BCN, Trumpington Meadows, Grantchester Road, Trumpington, Cambridge, CB2 9LH
Accountable to:	Senior Ranger (Trumpington Meadows)
Salary:	£19,537 per annum pro rata
Hours:	Part-time 22.5 hours per week
Transport:	Reserve team vehicles are available but from time to time you will be required to provide your own car and will be reimbursed for business-related mileage (currently 45p per mile for cars over 1000cc)

Employment subject to:

- 6 month probationary period;
- evidence of right to work in the UK

About The Wildlife Trust BCN

The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire is a registered charity (and a company limited by guarantee), whose mission is to:

- conserve local wildlife, by caring for land ourselves and with others;
- inspire others to take action for wildlife; and
- inform people, by offering advice and sharing knowledge.

We are among the largest and most effective of 47 Wildlife Trusts across Britain and we are a major contributor to the nationwide work of the Royal Society of Wildlife Trusts. We currently manage over 100 nature reserves, covering almost 3,945 hectares, and two education centres. Our work also includes the acquisition and application of information about biodiversity. The Trust's turnover in 2017/18 was c £5million and its capital assets more than £20 million, of which over half (£13million) is classified as heritage assets. This Trust was the first to promote the concept of Living Landscapes: large-scale conservation schemes which aim to ensure that wildlife can thrive alongside the human population across an entire landscape. Our conservation activity is increasingly focused on these Living Landscapes, including the first to be established - the Great Fen in Huntingdonshire – as well as the Ouse Valley, the Nene Valley and the North Chilterns Chalk.

The Trust's annual report and accounts are posted on our website:
<http://www.wildlifebcn.org/annualreview>

The work of the Trust is directed by the 2015 -20 five-year vision which can be found at:
<http://www.wildlifebcn.org/2020>

To achieve the targets within this plan, the Trust is managed and directed by an Executive Board of four Directors.

The Trust evolved from a group of committed volunteers, and volunteering is still central to its ethos. The working culture of the Trust encourages a professional approach, with a commitment and enthusiasm for nature and its conservation. Mutual respect and teamwork are highly prized among both staff and volunteers. In all its dealings the Trust tries to be fair but firm and in all its activities it aims to be environmentally responsible. Systems, processes and bureaucracy are kept to the necessary minimum for effective performance.

The Chief Executive reports to the Trust's Council of 14 Trustees, who are elected annually from the membership (presently standing at almost 37,000). Council and its two Committees (Conservation, Education & Community; and Resources) meet quarterly. There are 100 staff members, with main offices in Bedford, Great Cambourne, Northampton, and Peterborough, and over 1,000 active volunteers. The Executive Board consists of the Chief Executive and the Directors. Reporting to the Executive Board is a team of senior managers including this role.

Ranger (Trumpington Meadows)

Main purpose

The Ranger will report to the Senior Ranger (Trumpington Meadows). He / she will assist with the day-to-day running of Trumpington Meadows Nature Reserve working as part of the Wildlife Trust's Reserves Team. This will involve practical work, leading volunteer tasks, management planning and monitoring, liaising with visitors and the local community and assisting with a range of on-site and outreach community engagement activities. These will involve people in the management of the site, increase their awareness and understanding of what it offers, why it is special and how it is managed.

Main Objectives
<ul style="list-style-type: none">• To implement the Trumpington Meadows management plan in accordance with Trust policies and all statutory obligations, in consultation with the line manager and other relevant staff.• To work with and involve the local community around Trumpington Meadows in activities to deliver and support implementation of the site management plan.
Key Responsibilities
Reserves Management 70%
<ul style="list-style-type: none">• Plan, co-ordinate and carry out reserve management works in line with the agreed management plan. Tasks will include use of tractor and associated mowing equipment, chainsaws, brushcutters and application of pesticides to control undesirable weeds.• Co-ordinate and carry out survey and monitoring work.
<ul style="list-style-type: none">• Report to the site management plan on CMSi regularly, and assist with planning objectives and delivering and amending work plans.
<ul style="list-style-type: none">• Assist the Senior Ranger in organising and supervising contractors working on behalf of the Trust within agreed budgets.
<ul style="list-style-type: none">• Assist the Senior Ranger in liaising with local farmers and graziers over letting and management of hay cutting and grazing agreements.
<ul style="list-style-type: none">• To attend site to deal with emergency situations and co-ordinate the relevant responses.
Staff and volunteers 10%
<ul style="list-style-type: none">• Assist with identification of opportunities for local people to become involved in supporting the management and promotion of Trumpington Meadows, including site rangering, volunteer work parties, wildlife surveys, visitor surveys, site interpretation and event organisation.
<ul style="list-style-type: none">• Support the recruitment of volunteers to identified roles and assist with the management of the team of volunteers to support all aspects of work to implement the agreed management strategy, including management of midweek conservation work parties.
Partnership and stakeholders 5%
<ul style="list-style-type: none">• Build good communications and working relationships with stakeholders e.g. neighbours, the local community, site owner and developer, statutory / regulatory bodies, contractors and partner organisations.
Communication and promotion 5%
<ul style="list-style-type: none">• Attend external meetings as appropriate, give presentations and help with events such as Wardens Conference as required by line managers.
<ul style="list-style-type: none">• To be involved in production of articles and reports of reserves work for publications such as Natural Selection, Local Wildlife and to assist with other communications activities such as that for the Trust website.

<ul style="list-style-type: none"> • Help recruit new members and supporters in the course of your day-to-day activities and by assisting those with direct recruitment responsibilities.
Health and safety 5%
<ul style="list-style-type: none"> • Ensure that Trumpington Meadows is maintained and managed in accordance with H&S policies so that it does not pose undue hazards to staff, the public, contractors or animals.
<ul style="list-style-type: none"> • Undertake the annual programme of site risk assessments and ensure all work by staff, volunteers and contractors is carried out in a safe manner, and in accordance with Health & Safety policies and legislation.
<ul style="list-style-type: none"> • Complete maintenance works and records for tools and machinery and be responsible for their safe use. This includes maintaining work place conditions such as the office, barn, yard and workshop in a clean and safe condition.
<ul style="list-style-type: none"> • Keep tools and machinery inventory up to date and ensure that tools and PPE are replaced when necessary.
<ul style="list-style-type: none"> • Where delegated take responsibility for vehicle checks and servicing in agreement with the Senior Ranger.
Other duties 5%
<ul style="list-style-type: none"> • To assist the Senior Ranger to prepare quarterly and annual reports of activities as required by the site owner and Local Authorities, or as required for internal Wildlife Trust business.
<ul style="list-style-type: none"> • Contribute to general Trust working and any other duties as directed by line managers.
<ul style="list-style-type: none"> • Undertake training as the need arises.
<ul style="list-style-type: none"> • Go about duties in a resource-efficient way and minimise impacts to the environment.
<ul style="list-style-type: none"> • Actively follow Trust policies including Equal Opportunities policies
<ul style="list-style-type: none"> • Maintain an awareness and observation of Fire and Health & Safety Regulations.
<ul style="list-style-type: none"> • To present a positive and welcoming image of the Trust to everyone

Notes:

1. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
2. This job description cannot cover every issue or task that may arise within the post at various times. Therefore the post-holder will be expected to carry out any other duties as are within the scope, spirit, and purpose of the job as requested by the Line Manager, Head of Department, or Director.
3. This job description does not form part of the contract of employment.

Ranger – Person Specification

E= Essential; D=Desirable

Requirements		
Experience and Qualifications	To hold a degree, vocational or equivalent qualification or experience in a relevant discipline	E
	Hold a current driving licence (including trailer) and have access to a vehicle for work purposes on occasion	E
	Good experience in practical management of nature reserves or similar green spaces	E
	Practical reserve management qualifications: chainsaw, brush cutter, tractor	E
	Practical reserve management qualifications: ATV, pesticides	D
	Good experience of working with volunteers and community groups from a range of areas	E
	Possession of a current First Aid Certificate	D
Knowledge	A sound general knowledge of British natural history with a particular expertise in at least one field	E
	A sound knowledge of the principles of ecology and the practice of nature conservation, especially as it relates to habitats	E
	A sound knowledge of health and safety issues as they relate to working on sites, livestock, site visits and lone working	E
Skills and Abilities	Computer literate including basic windows packages and preferably with experience of the Countryside Management System and experience of GIS packages e.g. MapInfo	D
	Demonstrable evidence of being approachable, open, polite and helpful knowing who your customers are and taking responsibility for providing a service that meets their needs.	E
	Demonstrable evidence of presenting fact and information clearly and concisely to communicate with people from a wide range of backgrounds	E
	Demonstrable ability to motivate volunteers from a wide range of backgrounds.	D
	Demonstrable experience of organising own time and resources effectively on a day to day basis	E
Behaviours	Demonstrable evidence of openness to change, flexibility and a willingness to learn new ways of doing things	E
	Demonstrable experience of identifying, understanding and giving priority to delivering the needs of the customer and taking responsibility for providing a service that meets customers' needs	E
	Demonstrable ability to work flexibly within a team environment and to work across functions to deliver successful outcomes, and in contributing to environments that demonstrate equality, foster trust, respect, and challenge	E
	Willingness to share ideas, experience, and knowledge with colleagues and others	E

Terms and conditions: summary for candidates

The following terms and conditions are typically offered to The Wildlife Trust BCN staff on fixed-term or permanent contracts, and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

- Probationary period:** Six months with a review at three months. During the probation period the contract may be terminated with one week's notice.
- Annual leave:** 25 days annual leave and 8 bank holidays per annum (pro rata for part time staff and those working less than a year). For those staff whose normal working days fall on the days of the week that fall between 25th December and 1st January (i.e. the three non-public holiday days) when the Trust offices are closed, three additional days of paid leave are granted. These are non-pro rata and must be taken between 25th December and 1st January.
- Pension:** Contributory pension. The Trust contributes 5% salary. The employee will be automatically enrolled after 3 months.
- Other Information:** This position is offered initially as a fixed-term contract until 15th June 2021.
- Availability to attend occasional weekend and evening meetings or events may be required, for which time off in lieu can be taken.
- Equality and Diversity** We value diversity and welcome applications from all sections of the community.