



## Job Description

- Job Title:** Ranger (Trumpington Meadows) – Maternity Cover
- Location:** Wildlife Trust BCN, Trumpington Meadows, Grantchester Road, Trumpington, Cambridge, CB2 9LH
- Accountable to:** Senior Ranger (Trumpington Meadows)
- Salary:** £20,500 per annum, pro rata
- Hours:** 22.5 hours per week (1 year Maternity Cover)
- 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

### Ranger (Trumpington Meadows)

#### Main purpose

The Ranger will report to the Senior Ranger (Trumpington Meadows). They 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 community engagement activities. The Ranger 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"><li>• 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.</li><li>• To work with and involve the local community around Trumpington Meadows in activities, to deliver and support implementation of the site management plan.</li></ul>
Key Responsibilities
Reserves Management
<ul style="list-style-type: none"><li>• Plan, co-ordinate and carry out reserve management works in line with the agreed management plan. Tasks may require use of tractor and associated mowing equipment, chainsaws, brushcutters and application of pesticides to control undesirable plants.</li><li>• Co-ordinate and carry out survey and monitoring work.</li><li>• Report to the site management plan on CMSi regularly, assist with planning objectives, and delivering and amending work plans.</li></ul>

<ul style="list-style-type: none"> <li>Assist the Senior Ranger in organising and supervising contractors working on behalf of the Trust, within agreed budgets.</li> </ul>
<ul style="list-style-type: none"> <li>Assist the Senior Ranger in liaising with local farmers and graziers over letting and management of hay cutting and grazing agreements.</li> </ul>
<ul style="list-style-type: none"> <li>To attend site to deal with emergency situations and co-ordinate the relevant responses.</li> </ul>
<b>Staff and volunteers</b>
<ul style="list-style-type: none"> <li>Support the recruitment of volunteers to identified roles and assist with management of volunteers, supporting all aspects of work, implementing the agreed management strategy, including management of midweek conservation work parties.</li> </ul>
<b>Partnership and stakeholders</b>
<ul style="list-style-type: none"> <li>Build good communications and working relationships with stakeholders e.g. residents, the local community, site owner and developer, statutory / regulatory bodies, contractors and partner organisations.</li> </ul>
<b>Communication and promotion</b>
<ul style="list-style-type: none"> <li>Attend external meetings, give presentations and help with events as required</li> </ul>
<ul style="list-style-type: none"> <li>To be involved in production of articles and reports of reserves work for publications such as Local Wildlife, internal and external newsletters, quarterly reports, and to assist with other communications activities including the Trust website and social media.</li> </ul>
<ul style="list-style-type: none"> <li>Help recruit new members and supporters in the course of your day-to-day activities and assist those with direct recruitment responsibilities.</li> </ul>
<ul style="list-style-type: none"> <li>To present a positive and welcoming image of the Trust to everyone.</li> </ul>
<b>Health and safety</b>
<ul style="list-style-type: none"> <li>Ensure that Trumpington Meadows is maintained and managed in accordance with H&amp;S policies so that it does not pose undue hazards to staff, the public, contractors or animals.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure all work by staff, volunteers and contractors is carried out in a safe manner, and in accordance with Health &amp; Safety policies and legislation.</li> </ul>
<ul style="list-style-type: none"> <li>Produce risk assessments and any additional H&amp;S requirements as required.</li> </ul>
<ul style="list-style-type: none"> <li>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.</li> </ul>
<ul style="list-style-type: none"> <li>Keep tools and machinery inventory up to date and ensure that tools and PPE are replaced when necessary.</li> </ul>
<ul style="list-style-type: none"> <li>Where delegated take responsibility for vehicle checks and servicing in agreement with the Senior Ranger.</li> </ul>
<b>Other duties</b>
<ul style="list-style-type: none"> <li>Contribute to general Trust working and any other duties as directed by line managers.</li> </ul>
<ul style="list-style-type: none"> <li>Undertake training as the need arises.</li> </ul>
<ul style="list-style-type: none"> <li>Go about duties in a resource-efficient way and minimise impacts to the environment.</li> </ul>
<ul style="list-style-type: none"> <li>Actively follow Trust policies including Equal Opportunities policies</li> </ul>
<ul style="list-style-type: none"> <li>Maintain an awareness and observation of Fire and Health &amp; Safety Regulations.</li> </ul>

**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 does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The job description is not intended to be an inflexible or infinite list of tasks and may be varied from time to time after consultation / discussion with the post holder.
3. This job description does not form part of the contract of employment.

Member recruitment provides the Trust with our largest source of regular income. Members are essential for us to deliver our vision to protect and preserve our wild spaces so that wildlife can thrive and we all have wild spaces to enjoy. Although we have a great recruitment team...we need you! Everyone working at the Trust can help. You may be the first person from the Wildlife Trust that a potential supporter speaks to. Every member of staff should take pride in the work we do and be our voice, promoting the importance of being a member of our Trust and recruiting new members wherever they can.

## Ranger – Person Specification

E= Essential; D=Desirable

<b>Requirements</b>		
<b><i>Experience and Qualifications</i></b>	To hold a degree, vocational or equivalent qualification or experience in a relevant discipline	E
	Hold a current driving licence–and be able to use own vehicle for work purposes on occasion	E
	Experience in practical management of nature reserves or similar green spaces	E
	Practical reserve management qualifications: brush cutter, tractor, First Aid	E
	Practical reserve management qualifications: chainsaw, ATV, pesticides	D
	Good experience of working with volunteers and community groups from a range of backgrounds	D
	Possession of a current First Aid Certificate	D
<b><i>Knowledge</i></b>	A sound general knowledge of British natural history	E
	A sound knowledge of the principles of ecology and the practice of nature conservation, especially in relation to habitats	E
	A sound knowledge of Health and Safety issues related to working on sites, site visits and lone working	E
<b><i>Skills and Abilities</i></b>	Computer literate including basic windows packages	E
	Experience of the Countryside Management System and GIS packages e.g. QGIS	D
	Be approachable, open, polite and helpful, knowing who your customers are	E
	Present facts and information clearly and concisely to communicate to a wide range of people	E
	Ability to motivate volunteers from a wide range of backgrounds.	D
	Great organisational skills, prioritising and managing time and resources effectively on a daily basis	E
<b><i>Behaviours</i></b>	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.	D
	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.	D
	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 25<sup>th</sup> December and 1<sup>st</sup> 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 25<sup>th</sup> December and 1<sup>st</sup> January.

**Pension:** Contributory pension. The Trust contributes 5% salary. The employee will be automatically enrolled after 3 months.

**Other Information:** Occasional weekend and evening working may be required, for which time off in lieu can be taken.

**Equality and Diversity** We're wild about inclusion and want our staff to be as diverse as wildlife. As an inclusive employer we recognise that our workforce needs to better reflect the communities in which we live and work. We actively encourage applications from people of all backgrounds, identities and cultures. We believe that a diverse workforce will help us create our vision of 'people close to nature, with land and seas rich in wildlife.'

As a Conservation Charity, the Trust is committed to the ethical and sustainable sourcing of all materials used by our charity, and to ensuring we support any initiatives which improve sustainability for the benefit of us all. We are also fully committed to significantly reducing our carbon emissions. We would like to be sure that all of our colleagues and team members are equally committed in their support of these values, and practice the highest standards both at work and at home.

## 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 46 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 2018/19 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 for the period 2020 -25 is outlined in “Our Wildlife Trust: The next five years” which can be found at: <https://www.wildlifebcn.org/next-five-years>.

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

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 15 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, and Northampton, 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.