

Yeovil Town Council



JOB DESCRIPTION

Job Title:	Biodiversity Ranger
Grade:	SCP 21 - 25 £30,825 - £33,945
Hours of Work:	37 hours per week (occasional evenings and weekends)
Annual Leave Entitlement:	23 days plus 2 statutory, increasing to 26 days plus 2 statutory after 5 years' service
Responsible to:	Director of Environment & Leisure
Responsible for:	Countryside Volunteers, work experience placements

Main Purposes of the Role

To manage the Green Flag Award winning Yeovil Country Park. Work alongside the Countryside Ranger to carry out site maintenance, habitat management and biodiversity enhancements. Organise and develop volunteer & community engagement schemes and public events. Ensure that access across the Country Park is safe and inclusive. Take a lead on wildlife monitoring, protection and enhancement.

Overall Responsibilities

Work as the lead for public engagement and champion for wildlife & biodiversity. Day to day responsibility for management & record keeping at the Country Park. Working closely with the Ninesprings café team in the shared Country Park building. Jointly developing (with the Countryside Ranger) practical work plans. Mobilising casual rangers, volunteers and work experience placements across a range of practical and wildlife monitoring tasks. Supervising contractors where required. Delivering the objectives as set out in the Country Park five-year land management plan.

Summary of Responsibilities and Duties of the Job

- Carry out maintenance and development at the Country Park in line with the management plan.

- Regularly undertaking physically demanding tasks in all weathers.
- Litter picking and emptying of dog waste bins throughout the site.
- Reporting and clearing up of fly tips and anti-social behaviour like graffiti.
- Lead in the delivery of weekly practical conservation volunteer task days.
- Develop and launch new wildlife monitoring volunteering activities.
- Survey habitats and species to assess habitat resilience and submit records to SERC. Develop wildlife monitoring schemes to ensure species lists are kept up to date and to ensure that the appropriate habitat management work is delivered & its impact assessed.
- Carry out protected species monitoring where licences are held – alter practical land management approaches to reflect findings.
- Carry out site visits to other Town Council owned greenspaces to advise on management for nature and identify potential Biodiversity Net Gain sites.
- Lead in the delivery of an annual public events programme at the country park.
- Provide a point of contact face to face in the country park for the visiting public and to answer enquiries via telephone, email and letter.
- Carry out practical habitat management work, in line with the management plan, such as tree safety works, hedge laying, grassland enhancement, woodland management and reed bed management.
- Ensure site safety works including safety inspections on trees and structures, footpath maintenance and maintenance of all structures is carried out at intervals determined by the countryside policy and that records are up to date and accessible.
- Lead in the promotion of the Country Park and events through posters, administration of the Yeovil Country Park social media platforms and adding content to the website.
- Deliver talks and presentations to outside groups and organisations.
- Help to ensure that the workshop, mess room and containers and any additional work spaces and buildings are kept in a good state of repair and any faults are reported to the manager. Also ensure that any outside areas around buildings are kept safe & presentable.
- Organise financial estimates and produce relevant specifications, purchase materials and services, monitor and certify expenditure within agreed budgetary limits in strict accordance with the Town Council's Procurement policies.

- Liaise with the Manager to employ suitable contractors for works in the Country Park, adhering to the Town Council's Health and Safety Policy & employment of contractor's guidelines.
- To support the Friends of Yeovil Country Park to deliver projects and complete grant applications to raise vital funding for the Country Park.
- Liaise with the Police and members of the public to deal with ASB and other Police issues arising in the Country Park.
- To attend Town Council committee meetings to report on the Country Park as required.
- Ensure all tools and machinery are kept in full working order and a log of maintenance is kept in line with PUWER.
- Undertake training as required to ensure that H&S policies are adhered to & for appropriate machinery i.e. chainsaw refresher training, ATV driver training.
- Adhere to the guidelines and policies as laid out in the Countryside Staff Handbook and Countryside Policies document.
- Assist the Director for Environment & Leisure with external funding applications as required.
- Contribute towards the Directorate's service planning and development of relevant work areas, including personal continual professional development, and assist with the collation of performance management information and user surveys to ensure a high standard of customer care is maintained.
- Collaborate with other internal council teams and councillors, the ranger team at Somerset Council, local groups, surrounding residents, statutory and voluntary agencies and other relevant bodies to support local countryside management.
- Ensure risk assessments are in place for all tasks performed in the Country Park and assist the manager with annual updates.

External and Internal Contacts

The Mayor, Councillors, members of staff, local organisations, partner agencies, customers, contractors, suppliers and members of the public.

Face to face, telephone, written and electronic communication.

Working Environment

Based at Yeovil Country Park but may be required to work at any location within the Town and occasionally outside the Town.

Health and Safety at Work

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

Equal Opportunities

Yeovil Town Council is committed to the fair treatment of its staff, potential staff, users of its services and other stakeholders, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

25th July 2024