

## **Job Description and Person Specification**

### **Job details**

Job title: Education Ranger  
Grade: Band 3 - £28,163 (£14.60ph)  
Reports to: Active Parks Officer  
Responsible for: -  
Directorate and Service area: Country Parks and Woodlands

### **Purpose of the job**

**To assist the Active Parks Officer on the planning and delivery of a high-quality education, health and wellbeing provision across all Country Parks and Woodlands.**

### **Principal responsibilities**

**(Please make these concise and ideally no more than 8)**

1. To deliver high quality outdoor environmental activities to groups visiting the country parks.
2. To plan and discuss activities with teachers/group leaders, tailoring them accordingly to ensure that the needs of the group are met.
3. To undertake any necessary administration relating to the service this may include risk assessments, booking forms, feedback forms and, maintaining records, procurement of educational equipment.
4. To develop new activities subject to meet an identified and agreed need.
5. To assist with the promotion and marketing of the service which may include contacting schools, preparing displays and attending promotional events as directed.
6. To coach and mentor newly appointed Education Rangers or other members of staff in the delivery of the activities (if required)
7. To assist with Park events and other activities (if required).
8. To deal with emergencies and summon assistance where necessary.
9. To ensure that reasonable care is taken at all times for health, safety and welfare and to comply with the policies and procedures relating to health and safety within the Service, including undertaking risk assessments for activities and ensuring safe delivery of activities on the day.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).

3. Understand the councils commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **Special features of the post**

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	A good standard of education to GCSE level.	Formal teacher training or other training in delivering environmental activities.
Experience and Knowledge	Previous experience supervising group activities. Good knowledge of natural history. Previous experience delivering outdoor environmental education activities or similar. General teaching/lecturing experience or similar. Some voluntary or paid experience working in country park or similar. Experience of developing new activities.	
Ability and Skills	<p>A command of spoken English which is sufficient to enable the effective performance of the role.</p> <p>Able to communicate effectively with people of all ages, abilities and backgrounds in one to one and group situations.</p> <p>Able to manage conflict situations Personable manner. Must be highly motivated and have a genuine interest in the countryside and environmental education.</p> <p>Must be able to travel freely between sites</p>	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		