

JOB DESCRIPTION

Post Title	Education Ranger
Salary Grade	Grade G (£11,861)
Hours	365 hours – arranged according to business demand
Location	Everdon Outdoor Learning Centre
Reports To	Everdon Centre Manager
Service Area	Environment
Purpose Of Post	To deliver high quality environmental education activities to schools and groups

PRINCIPAL RESPONSIBILITIES

1. To deliver high quality outdoor (primarily environmental) education activities to groups visiting the centre.
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 activities this may include risk assessments, booking forms, feedback forms and, maintaining records.
4. To assist in the development of new activities subject to meet an identified and agreed need (if required).
5. To assist with the promotion and marketing of the service which may include, social media, 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 deal with emergencies and summon assistance where necessary.
8. 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.
9. Any other related or suitable duties as may be designated from time to time by the centre manager or nominee.

Note - A uniform is provided and must be worn.

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.



**West
Northamptonshire
Council**

PERSON SPECIFICATION

Post Title:	Education Ranger
Grade:	Grade G
Service Area:	Environment, Countryside & Parks

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	A good standard of education to GCSE level	Formal teacher training or other training in delivering environmental activities First Aid qualification
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 relevant voluntary or paid experience Experience of developing new activities.
Ability and Skills	Able to communicate effectively with people of all ages abilities and backgrounds in one to one and group situations. Able to manage conflict situations Personable manner. Must be highly motivated and have a genuine interest in the countryside and environmental education. Must be able to travel freely between sites	
Equal Opportunities	Ability to demonstrate awareness / understanding of Equal Opportunities	
Driving Licence	UK Driving Licence	