

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job Title- Education Ranger

Service, Directorate – Environment, Countryside and Parks

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Accountable to:

This role is accountable to the Centre Manager. The role sits within Assets & Environment part of the Place, Economy & Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. To deliver high quality outdoor (primarily environmental) education activities to groups visiting the Centre.
2. To plan and discuss activities with teachers / groups 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, feedback forms, maintaining records.
4. To assist with the development of new activities subject to meeting an identified and agreed need.
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 required.
6. To ensure reasonable care is taken at all times for health, safety and welfare and to comply with the policies and procedures relating to health & safety within the Service, including undertaking risk assessments for activities and ensuring safe delivery of activities on the day.
7. Any other related or suitable duties as may be designated from time to time by the Centre Manager or nominee.
8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours. Display commitment to the protection & safeguarding of children and young people.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Able to communicate effectively with people of all ages & abilities & backgrounds in one to one and groups situations.	Essential	A, I,
Able to manage conflict situations.	Essential	A, I
Must be highly motivated & have a genuine interest in the countryside and environmental education.	Essential	A, I
Must be able to travel freely between sites.	Essential	A, I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.		A, I

Knowledge:	Essential / Desirable	Measured by
Good knowledge of natural history.	Essential	A, I
An understanding of Forest School ethos	Desirable	A, I
Has up to date relevant knowledge of legislation & guidance in relation to working with and the protection of children & young people.	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Previous experience supervising group activities.	Essential	A, I, D
Previous experience delivering outdoor environmental education activities or similar.	Desirable	A, I, D
General teaching / lecturing experience or similar.	Desirable	A, I, D
Some relevant voluntary or paid experience.	Desirable	A, I, D
Experience of developing new activities.	Desirable	A, I, D

Education, training and work qualifications:	Essential / Desirable	Measured by
A good standard of education to GCSE level	Essential	A, I, D
Formal teacher training or other training in delivering environmental activities.	Desirable	A, I, D
First Aid qualification	Desirable	A, I, D

Must hold a UK driving licence	Essential	A, I, D
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All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include

Enhanced Disclosure and Barring Service check

Day-to-day in the role:

Hours:	2 positions available 230 hrs per year 365 hours per year	Primary work base:	Everdon Outdoor Learning Centre
Job family band:	Environment, Countryside & Parks	Worker type:	Part time, permanent
Salary range:	Dependant on hours	Budget responsibility:	[provide c. £x figure]
People management responsibility:	N/a		

Working conditions & how we work:

The annualised contract means that the 230/365 hours are spread out across the year and rotas are planned up to 12 weeks in advance. There is an expectation that during our peak times (Feb –July) the person in this post would need to be available for 2/3 days a week. The role of an Education Ranger can be physically demanding and involves lots of walking to and from various sites that we use for our activities. A uniform is provided and should be worn at all times when on site.

This role has been identified as a fixed worker type, this means that you may be required to work from different locations as and when required.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please
contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

