

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job Title- Senior Ranger at Everdon Outdoor Learning Centre

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 plan and deliver high quality outdoor learning and professional development sessions to young people, adults, families and businesses at EOLC in a way that meets customer learning/activity outcomes; other customer and service needs; and maximises health and wellbeing benefits.
2. To act as team leader for the Education Rangers – training, developing and appraising to ensure they have the required skills, knowledge and support needed to carry out their roles effectively.
3. To oversee the implementation of those safety procedures delegated to them by the Centre Manager to ensure that the outdoor learning service provides the high standards of service in accordance with all relevant legislation and procedures to ensure the safeguarding of children as well as health and safety of customers, staff, visitors and contractors.
4. To manage the procurement and maintenance of equipment necessary to deliver the service to the required standards, within the budget specified by the centre manager.
5. To design new outdoor learning activities / courses and supporting materials, as and when requested by the centre manager.
6. To undertake marketing activities, such as promoting the service through social media as delegated by the Centre Manager.
7. To co-ordinate the response to 'emergencies e.g. fire alarms, sickness, power failure, accidents and incidents etc involving the centre and its associated services in the absence of the Centre Manager.
8. To deputise for the Centre Manager for day-to-day operational aspects of the centre and its associated services.
9. Keyholder for the centre and responding to out of hours calls as and when necessary.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is always taken 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 plan and deliver exciting outdoor learning sessions	Essential	A, I
Ability to lead, motivate and mentor staff	Essential	A, I
Have an enthusiastic and approachable manner	Essential	A, I
Customer service skills	Essential	A, I
Resilient with a planned and flexible approach	Essential	A, I
An ability to promote the outdoor learning service at events	Desirable	A, I
Able to work independently and manage situations under pressure.	Essential	A, I
Able to travel freely between sites and to attend meetings on behalf of the centre manager.	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.		

Knowledge:	Essential / Desirable	Measured by
Knowledge of outdoor and environmental learning techniques	Essential	A, I
Health and safety - particularly risk assessments relating to outdoor learning.	Essential	A, I
An understanding of outdoor learning principles	Essential	A, I
Safeguarding – ensuring all activities adhere to up-to-date child protection and safeguarding policies.	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience supervising / line managing staff	Desirable	A, I, D
Previous experience of supervising group activities	Essential	A, I, D
Writing and reviewing risk assessments	Essential	A, I

Education, training, and work qualifications:	Essential / Desirable	Measured by
First aid qualification	Desirable	A, I, D
Good standard of education	Essential	A, I, D
Forest School level 3 qualification	Desirable	A, I, D
Full clean driving licence	Essential	A, I, D
IT skills including word, excel and social media	Essential	A, I

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 365hrs per year 400hrs per year	Primary work base:	Everdon Outdoor Learning Centre
Job family band:	Environment, Countryside & Parks	Worker type:	Part time, permanent
Salary range:	£16.24-£17.11 per hour	Budget responsibility:	N/a
People management responsibility:	Yes		

Working conditions & how we work:

The annualised contract means that the 365/400 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 3/4 days a week. The role of a Senior Education Ranger can be demanding as it will involve working with groups which could involve lots of walking between sites that we use for our activities as well as deputising for the centre manager so will also include some office-based work.

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.

