

# JOB DESCRIPTION



**Job Title:** Ranger  
**Function:** To work on construction projects.  
**Responsible to:** Head Ranger  
**Salary Range:** £19,000-£21,000

**Closing Date:** 17<sup>th</sup> January 2022

## 1. Principal Duties

This post is an essential role within the Wildwood team and is designed to support the continued growth and development of the Wildwood park in Kent.

You will be tasked with:

- Keeping the Wildwood grounds and facilities in excellent working order, ensuring the minimum of disruption to visitors and staff.
- Advising and frequently leading on large project developments. Taking responsibility for planning, costing and pulling together all stakeholders to deliver detailed drawings for new developments. Working closely with the living collections team, conservation and rangers to ensure that project objectives are met.
- The construction of new animal enclosures or elements within enclosures such as nesting or breeding areas, viewing options etc. as required, advising on design elements and helping our keeper team develop better conditions for our animals.
- Encouragement and supervision of volunteers and helpers, such as Young Offenders, National Probation Service, Environmental Task Force and others. Also guiding and mentoring less experienced rangers and members of the team involved in projects
- Input into site wide planting plans to help oversee the ground work, species selection, area clearance and planting. Working with all relevant stakeholders.

Projects are likely to include:

- Pathway routing and construction
- Large developments which may include new enclosures or significant changes to existing areas
- Re-forestation and planting
- Fence line and keeper access design and install
- Electric fence installation and testing
- Waste minimisation
- Groundwork's and building
- Rainwater collection and distribution system

### 1.1 Exhibit and Park Maintenance

Support the maintenance team with regular maintenance of the park buildings, grounds the playground, paths, car park and toilets. Specific exhibit maintenance tasks will also be carried out, working closely with the keeper team.

### 1.2 Customer Care

As a charity Wildwood's ultimate success will depend on the value we can deliver to our members, donors and visitors. 'Making every visitor a friend' will be a key

role for the post holder. As such our priorities for park maintenance must reflect this and every effort must be given to making the park look as good as possible for the public.

Effectively this will mean you will be responsible for ensuring all faculties are working:

- The toilets, play equipment and safety barriers are in working order
- Landscaping and gardening is carried out to ensure our woodland looks in good condition for our visitors
- Paths are maintained and drainage ditches are in working order
- There are no safety hazards for visitors or staff
- Signage is erected and replaced.

### **1.3 Human Resources:**

The post holder will be required to enthuse and train our volunteers and other groups participating in community projects.

It is an essential element of the role to ensure volunteers are recruited, selected and well managed. Wildwood Trust attracts many volunteers; your role will be to manage them as effectively as possible. You will work closely with our existing volunteer team and be tasked with helping develop new volunteers.

The post holder will be responsible for adhering to safe working practices, including taking the correct measures of self protection whilst working and that of our staff and volunteers. Your role will necessitate the operation of a maintenance diary and logging of possible problems and a risk assessment of potential problems and maintenance projects.

## **2 Skills, Knowledge & Experience**

### **2.1 Essential**

Wildwood needs a practical 'hands on' person who can turn their skills to electrical work, basic forestry, carpentry, brick laying, plumbing, ground work and metal work. You must be able to carry out these tasks independently.

Your role demands excellent people skills so you can enthuse young helpers to get the best out of their time helping us at Wildwood. The ability to plan and oversee their work to ensure quality and safety will also be necessary.

### **2.2 Desirable**

- Knowledge of and a love of British Wildlife.
- Recognised qualifications in one or more of the following:
  - Forestry
  - Carpentry
  - Plumbing
  - Electricity
  - Building

## **3 Other Considerations**

1. The post is advertised as a full time
2. Appointment will be subject to a six-month probationary period.
3. Understanding of and sympathy with Wildwood's role as a conservation body would be helpful.
4. No person shall be treated less favourably than another on the grounds of sex, sexual orientation, marital status, race, ethnic or national origin, religion, colour, age or disability. As an equal opportunities employer, applicants for

staff vacancies shall be short listed for interview and appointed purely on the grounds of their suitability for the post as laid out in the advertised job description

5. Wildwood operates a no smoking policy in the park and in its offices.

## 4 Employment Package

Normal working hours are a 37.5 hour week from 7.30 am until 4.00 pm, with a morning and lunch break of half an hour each day.

Due to the nature of the work you may be required to work bank holidays, weekends and some evenings. Overtime is not usually paid, but time may be taken off in lieu. The holiday allowance is 30 days a year, this includes statutory holidays.

Appointments are subject to confirmation after a six-month probation period.

Wildwood offers access to a stake holder pension, details of which will be supplied on confirmation in post.

## 5 Procedure for Applicants

### 5.1 Applications

Application is by C.V. and must contain the following information:

- Name, address, age, contact phone numbers at home and work (for discreet calls only)
- Employment history
- Educational history

**You should include a statement of the relevant skills and experience that you believe you will bring to the job, paying careful attention to the requirements of the job outlined above.**

You should give two referees to whom we can turn for a confidential reference, one of whom should be your current or most recent employer. References will only be taken up for those candidates chosen for interview or, with regard to current employer, on offer of contract.

Applications will not be acknowledged unless sent by email, whereby an automatic reply shall be confirmation of receipt.

Applications should be sent to Helen Sayers, Wildwood Trust, Herne Common, Herne Bay, Kent, CT6 7LQ. Or alternatively email [helen@wildwoodtrust.org](mailto:helen@wildwoodtrust.org)

### 5.2 Interview

Interviews and selection tests will be held at Wildwood Trust, Herne Common, Herne Bay, Kent, CT6 7LQ by arrangement during the following two weeks after the closing date for applications.

Short listed interviewees will be expected to visit Wildwood for one whole day consisting of shadowing one of the Ranger Team and a formal interview with senior staff.