



## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Post:</b>	<b>Town Ranger</b>
<b>Post No:</b>	<b>NTC 8</b>
<b>Responsible to:</b>	<b>Community &amp; Environment Manager</b>
<b>Hours per week:</b>	<b>... hours per week, Monday to Friday. The role may include occasional weekend, bank holiday or evening work. Annualised hours may be an option, subject to discussion and negotiation.</b>

### Job Purpose

- ❖ To help the Town Council achieve its mission to create an environmentally sustainable and thriving town by ensuring that various places and spaces in Neston are maintained to a high standard. Positive environmental impact will be at the heart of this role.
- ❖ To be an ambassador for the Town Council within the community and to foster productive working relationships.
- ❖ We want the community to feel a sense of ownership and pride in our town and we want to generate consistently positive responses from visitors. The Town Ranger will share this vision and have the practical skills, enthusiasm and dedication to play a part in making the vision a reality.
- ❖ The Town Ranger role is complimentary and additional to any services contracted by Cheshire West and Chester Council.

### Main Responsibilities

1. Work with community and volunteer groups to undertake practical activities and tasks on the ground, offering support, supervision, training and encouragement – eg overseeing a litter pick or supervising community planting.
2. Regularly inspect the condition of Town Council assets such as benches, noticeboards, signage and community telephone boxes and carry out maintenance (cleaning and minor repairs) as required.
3. Responsible for monitoring NTC defibrillators to ensure that they remain in working order at all times, replacing consumables as required and uploading test results.
4. Keep Town Council noticeboards up-to-date.

5. Undertake minor repairs and maintenance at allotment sites and be responsible for on-site liaison with contractors for larger tasks such as perimeter pruning.
6. Contribute to site management plans and site risk assessments, especially at allotment sites, as well as interpretation of plans, including soft and hard landscaping, tree care and other horticultural and landscaping tasks.
7. Assist Community & Environment colleagues in the implementation of allotment site inspections and meeting with prospective tenants.
8. Liaise with contractors working in the town on behalf of Neston Town Council.
9. Implement schemes of planting and horticultural maintenance as required.
10. Ensure that all work is carried out to maximise sustainability, emphasising positive environmental outcomes and minimising negative environmental impact.
11. Carry out cleaning and maintenance tasks within the town to the highest standards (eg weeding, cleaning street furniture etc), complementing the work of Cheshire West and Chester Council.
12. Form professional relationships with other statutory authorities, reporting issues which are not within the remit of the Town Council and monitoring their responses.
13. Promote and uphold a positive image of the Town Council, forging professional and productive relationships with contractors, members of the community, volunteer groups and other partners and providing a highly visible and approachable service to maximise opportunities for constructive engagement.
14. Be first aid trained and complete all works with health and safety in mind, ensuring risk assessments and method statements are completed and PPE is worn where necessary and that hygiene and cross-contamination are always considered.
15. Be pro-active when presented with graffiti, vandalism, flyposting, or a general untidy appearance across the town, and complete or arrange the necessary removal/cleaning/repairs.
16. Identify areas of fly tipping and littering and remove and dispose of where possible, reporting to the relevant outside body where fly tipped items and litter are hazardous or of greater size or volume than can be dealt with by the Town Council.
17. Ensure that any vehicles and equipment provided for the Ranger service are kept clean and maintained in good working order.
18. Ensure understanding, compliance and co-operation with the policies, procedures, strategic plans and any other directives of Neston Town Council.
19. Observe the principles of customer/client care, equality, quality management and good health and safety standards and to help achieve and contribute towards Local Council Award status.
20. Undertake other tasks allocated by the Council which are within the competence and capability of the post holder.

## **General**

1. This job description forms part of your contract of employment.
2. This post will require a satisfactory DBS check.
3. Town Council-branded uniform and suitable PPE will be supplied and must be worn when on duty.
4. It will be mandatory to attend relevant training deemed necessary by Neston Town Council for the satisfactory performance of the Town Ranger role.
5. The responsibility for the smooth running of Neston Town Council is incumbent on all members of staff. At certain times – e.g. when colleagues are absent or during periods of seasonal or high workloads – the post holder will be expected to help with or take on additional duties and responsibilities that are in line with the grade and purpose of the role.
6. A flexible approach to working occasional evenings, weekends or bank holidays is required, although this will always be with as much notice as possible.
7. The post holder will have personal responsibility for safety in accordance with Health and Safety legislation and Town Council policies. Relevant training will be provided.
8. This job description is reflective of the current position and may be subject to review and alteration in detail and emphasis in the light of future changes or developments.

## PERSON SPECIFICATION

E = Essential  
D= Desirable

FACTOR	REQUIREMENT
<b>EDUCATION, QUALIFICATIONS AND TRAINING</b>	<p>Full driving licence <i>(with the use of own vehicle for which a mileage allowance of 45p per mile will be paid)</i>. (E)</p> <p>Horticultural qualification at level 2 or above or willingness to obtain. (D)</p> <p>First aid certificate or willingness to obtain. (E)</p> <p>Relevant competence certificates to operate machinery and undertake grounds and landscaping tasks. (D)</p> <p>Other training or work-based certificates/qualifications relevant to the role. (D)</p>
<b>KNOWLEDGE, SKILLS AND EXPERIENCE</b>	<p>Excellent people skills and experience of creating strong relationships with a wide variety of groups and individuals. (E)</p> <p>Experience of engaging and working with the community and working with volunteers. (D)</p> <p>Experience of working in a public-facing role. (D)</p> <p>Experience of undertaking a diverse workload. (E)</p> <p>Good general DIY/maintenance skills and experience of carrying out minor maintenance tasks with the use of hand and power tools. (E)</p> <p>Experience of undertaking practical horticultural tasks and maintaining outdoor spaces and hard landscaping. (E)</p> <p>Working knowledge of health and safety and experience of carrying out risk assessments for sites, activities and tasks. (D)</p> <p>Experience of working with and co-ordinating contractors. (D)</p> <p>Experience of using email, Word, Excel, smart phones and apps. (E)</p>
<b>PERSONAL QUALITIES, APTITUDE AND ABILITIES</b>	<p>Commitment to improving the local environment, achieving high environmental standards and enhancing biodiversity. (E)</p> <p>Ability to work using own initiative but also to a given schedule. (E)</p> <p>Commitment to professional development and a willingness to undertake training to acquire relevant new skills or knowledge. (E)</p> <p>Ability to work independently and also as part of a team. (E)</p> <p>Community-focused with the ability to foster good relations. (E)</p> <p>A friendly, courteous and helpful manner. (E)</p>