

# Person specification



Nottingham  
City Council

**Job title:** Green Space Activation Ranger

**Department:** Commercial and Operations

**Service:** Parks and Open Spaces

**Grade:**

**Post reference number:**

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
<b>Technical</b>	1. Experience of working on own initiative in order to meet strict deadlines and objectives				✓	
	2. Experience of working with community groups, of all ages, developing consultation exercises and facilitating the establishment friends groups etc		✓	✓	✓	
	3. Ability to work effectively in an unsupervised environment, able to motivate, manage and develop volunteers.		✓		✓	
	4. Proven ability to work effectively in socially challenging environments, understanding local issues and needs; being able to direct social energies into constructive, sustainable projects		✓		✓	
	5. Ability to plan, organise and deliver supervised activities and community events.		✓		✓	
	6 Experience of maintaining Parks and working inline with LNR nature conservation plans. E.g. Grass cutting and strimming invasive species / Litter and fly tipping removal, minor path repairs.		✓		✓	
	7, Ability and experienced in the use of a range of hand and power tools. E.g. Strimmers, Pedestrian mowers, Chain saws etc		✓	✓	✓	
	8. carry out routine inspection and maintenance duties for park pavilions inc opening and closing and cleansing duties.		✓		✓	
<b>Teamwork and communications</b>	1.Experience of and the ability to work as part of a team to achieve desired objectives				✓	
	2.Ability to communicate with both staff and the public.		✓		✓	
	3.Ability to represent the department at meetings		✓		✓	
	4.Ability to manage difficult situations tactfully and diplomatically, ensuring a professional approach at all times		✓		✓	
	5.Experience of managing volunteers		✓		✓	
<b>Work related circumstances</b>	1. Ability to work regular evenings and weekends on a seasonally adjusted rota system		✓		✓	
	2. Ability to wear a uniform and be presentable at all times		✓		✓	
	3. Hold a full Driving Licence and willing to travel around the city		✓		✓	✓
	4. Ability and experienced of working alone in the community		✓		✓	

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**Note:** This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

**Signature:** .....

**Date:** .....

7. To carry out routine duties e.g. opening and closing & cleaning for parks pavilions / sports changing facilities.
8. Be responsible for building strong relationships with Police, Neighbourhood Watch projects and other groups where appropriate.
9. To attend meetings of the Council and user groups as required.
10. Working hours are organised in accordance with the needs of the service. They will include evenings, weekends and public holidays, as required.
11. Staff will be required drive / travel between sites to undertake these duties at any other base as and when required.

**3. All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.**

**4. All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.**

**5. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**6. Numbers and grades of any staff supervised by the post holder:**

**7. Post holder's immediate supervisor: Senior Park Ranger**

**Prepared by/author: Eddie Curry      Date: 15,1,2016**

**Job title: Head of Parks and Open Spaces**



## Job title: Green Space Activation Ranger

**Department: Commercial and Operations**

**Service: Parks and Open Spaces**

**Grade: TBC**

**Post reference number:**

### 1. Job purpose

To work with the local community and partner organisations to activate , promote and deliver supervised activities and events and to assist with the development and maintenance of Broxtowe Country Park and Parks & Local Nature Reserves (LNR'S in various locations around the City.

To carry out regular safety inspections and maintenance activities, promote Biodiversity and ensure that the Parks & LNR'S are well presented, safe and maintained in line with community needs and National Green Flag Standards.

In addition you will also provide duties to cover a range of events and activities as part of the wider City wide Park Ranger Service.

### 2. Principal duties and responsibilities

1. To engage with the local community, develop and provide a programme of healthy life style supervised activities and events utilising existing facilities and identifying new opportunities for maximising community use of the Parks & Local Nature Reserves (inc the BMX pump track)
2. Market and promote the Parks & LNR'S positively and promote the social, health and leisure benefits of regular healthy outdoor activities.
3. To identify opportunities and develop links with schools, community groups etc. to deliver activities and events and to create community ownership and awareness of the Parks & LNR'S, its facilities and opportunities.
4. Recruit local community volunteers and organise regular supervised work days /activities within the Parks & LNR'S.
5. Carry out suitable practical habitat management inline with specified Parks and LNR management plans and promote and protect Biodiversity.
6. Working in partnership with the parks maintenance team and Ranger service to carry out stewardship of the Park / LNR's. To include inspections and report of any damage/hazards identified on the park. Carry out litter picking and flytipping removal, strimming and grass cutting, pruning works and carry out regular maintenance of the BMX / Pump track.