



JOB DESCRIPTION & PERSON SPECIFICATION

Issue Date: May 2022

DETAILS OF POST

Job Title:	Seasonal Ranger - Green
Department:	Neighbourhoods
Salary FTE:	£18,333 - £19,264 per annum
Actual Salary:	£7,432.30 - £7,809.73
Hours of work:	15 hours per week 08:00 – 13:00 Monday, Wednesday & Friday
Scale Point / NJC Scale:	1 - 4
Status:	6-month temporary contract
Start Date:	Monday, 20 th June 2022
Responsible to:	Facilities Manager
Based:	Trowbridge Town Council, The Civic Centre & Trowbridge Town Councils Green Space Depot, Polebarn Road, Trowbridge BA14

Contacts: The post holder should expect to have contact with:

- Town Council Councillors and employees
- Members of the public
- Education officers and school staff
- Community organisations and their representatives
- Suppliers
- Other Council service users

The main purpose of the role is to:

Working within the Neighbourhood Services team and in partnership with the community, the Green Rangers will maintain and enhance the town council's green spaces, both as public amenities and for their conservation value.

The focus for the position of the Green Ranger is on **Green Space Maintenance**.

This role also requires the post holder to work some evenings and/or bank holiday weekends, for which time off in lieu may be taken in accordance with the needs of the council. The role requires significant physical activity.

WORKING FOR TROWBRIDGE TOWN COUNCIL

The town council has a long-term commitment to improving the environment by taking on and *managing parks and other green spaces in the town for the benefit of all residents and for wildlife and the environment*. We are looking for someone with the skills and enthusiasm to maintain these spaces to a very high standard.

Teamwork and co-operation between all members of staff is essential to the town council's ethos. In addition, the staff and work of the Neighbourhood Services team has a high public profile so the ranger must maintain good two-way communication with the public, volunteer groups, members of council, team members and other council staff.

AREAS MANAGED BY THE COUNCIL

- The Civic Centre
- Trowbridge Museum
- 4 Community Centres/Hubs
- Heritage Sites such as The Blind House and Helikar Tomb
- 31 play areas
- 4 formal park spaces
- 3 allotment sites
- 3 closed churchyards
- Several formal and informal, equipped recreation areas and sports fields
- 8 Hardcourts
- Town wide planting schemes
- Town wide street cleaning
- 1 Bowls green
- Several bus shelters
- Stairwells of the Castle Place multi-story car park
- Public conveniences (*to be opened 2022*)
- Several grassed amenity areas.
- Various footpaths and verges.

KEY RESPONSIBILITIES OF THE POST

Includes but are not limited to:

Site maintenance

- Ensuring day-to-day upkeep of all areas to a high standard in accordance with the council's management plans and policies for green spaces.
- Undertaking practical site management including the use of hand tools, chainsaw, strimmer, brush-cutter, leaf blower, and compact tractor/trailer, and other associated equipment.
- Assisting the clean rangers by keeping green spaces litter-free, which will include some bin emptying, and routine litter picking tasks.
- Completing soft and hard landscaping and horticultural projects including floral displays with an emphasis on **sustainable planting**.
- Maintaining hedges and carrying out minor tree works.
- Maintaining and enhancing grassed areas ranging from formal lawns to closed churchyards.
- Reporting defects from recreational & play areas to the Town Warden

Equipment maintenance

- Carrying out play equipment checks and minor repairs.
- Conducting day-to-day vehicle and equipment checks and routine maintenance (e.g. mowers, strimmer, road vehicles).

Community engagement and support

- To act as a front line, public facing representative of the council engaging with a wide cross section of the community in a friendly, approachable and enthusiastic manner
- Working with community and volunteer groups to undertake practical activities and tasks on the ground – offering support, supervision, training and encouragement e.g. a litter pick, shrub cutting or grassland management
- Assisting at occasional public events held in or in relation to the town's green spaces and high street areas *i.e Markets*
- Acting to preserve and promote the good reputation of the council in all dealings with the public, community groups and others

Health and safety

- Under the health and safety guidelines issued by the Council, ensure the safety and well-being of all who visit or work in the facilities provided by the Council
- Maintain an up-to-date working knowledge of relevant Health and Safety legislation relating to the operation of plant and machinery and the use and storage of hazardous substances (COSHH Regulations)
- Contribute to task risk assessments to ensure safe and sensible working practices
- You are required to wear a uniform and protective clothing, footwear and personal protective equipment as appropriate, all of which is provided

Environment and Conservation

- Implementing any conservation management plan as written by the council for all green spaces as these evolve.
- Promoting the council's policies on **biodiversity and sustainability**.

TRAINING

Undertake training relevant to the post, including but not limited to LANRTA awards for:

1. Ride on and Pedestrian Rotary/Cylinder Mowers
2. Chainsaw up to 380mm
3. Safe use of Trimmer & Brushcutter
4. Tractor Driving
5. Wood Chippers

Other training such as:

6. Road Sweeper Operation
7. Chapter 8 (Highway working safe practices)
8. CoPLAR Awareness (Code of Practice on Litter & Refuse)
9. Manual Handling, Risk Assessments and PUWER (Provision and Use of Work Equipment)

GENERAL INFORMATION FOR ALL POSTS

Safeguarding

Trowbridge Town Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Some roles will be subject to a full disclosure and barring service check before appointment is confirmed.

- Rangers may be required to undergo a DBS check in accordance with the Council's Safeguarding policy

The post holder will, on occasions, be expected to:

- be on a rota system for evening/weekend service delivery
- abide by the Town Council's Policies and Procedures
- participate in the Town Council's annual performance reviews
- attend additional training and development courses identified as a requirement for furtherance of the position or the post holder's personal development
- attend meetings or events which may fall at evenings or weekends
- undertake any other reasonable duties that the Town Council may ask of you.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down by Trowbridge Town Council's Equal Opportunities Policy

Health and Safety

- Act responsibly in managing your own health and safety and that of anybody else who may be affected by your acts or omissions
- Act responsibly showing regard for the environment at all times and adhere to the Council's Policy
- Work responsibly to ensure that, on a day to day basis, work is conducted within the framework of all local and legislative health, safety, environmental and welfare guidelines and policy

Confidentiality

The post holder is required to work in a confidential and professional manner and to uphold the good reputation of the Town Council

Data

To see how we handle and store your data please view our privacy notice

<https://www.trowbridge.gov.uk/your-council/privacy/>

The aim of this job description is to show the general purpose and level of responsibility of the post; it sets out the main duties of the post as at the date of issue

Due to the changing nature of the business, such duties may vary and develop from time to time without changing the general nature of the post or level of responsibility. Such variations are a common occurrence and would not, of themselves, justify the revaluation of a post.

Person Specification – Seasonal Ranger (Green)

	Essential	Desirable
Qualifications & Training	Full UK Driving Licence	Graded GCSE or equivalent in Maths, English and Science NVQ Horticulture or equivalent Ground care Training Manual Handling Tractor Driving & Operation Tree Felling and Chainsaw
Experience	Experience of working in a similar environment Experience working in greenspace maintenance	Health & safety operating procedures Experience working in a public facing role
Knowledge & Understanding	General maintenance and good knowledge of tools and their uses Seasonal impacts on greenspace maintenance	Local Government The Environment Act 1995
Skills & Aptitude	Able to communicate effectively verbally with a wide range of people Able to organise workload effectively and on own initiative Ability to work as a team Willingness to learn Be physically fit and able to lift equipment Outgoing Self-starter Flexible approach to working	