

## JOB DESCRIPTION

**Job title:** Assistant Public Engagement Ranger (HeRe)  
**Directorate:** Countryside Policy and Management  
**Grade:** 2

### JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

**Reports to:** HeRe Project Team Leader  
**Supervised by:** Public Engagement Ranger  
**Manages:** None  
**Liaison with:** All stakeholders internal and external.

### JOB PURPOSE:

- Provide an active and positive presence on designated protected sites
- Support and assist in the development and delivery of community engagement, volunteering, education, and outreach opportunities including
  - a programme of public and community engagement activities and events
  - a schedule of site monitoring patrols and surveys
  - supporting development of local community champions

### KEY ACCOUNTABILITIES:

- Liaise and engage with partners, landowners, the local community and the public to foster positive relationships and deliver events, engagement and surveys.
- Support and assist in the delivery of a program of public and community events, activities and educational opportunities aimed at promoting responsible use of heathland sites
- Carry out a schedule of site visits, and patrols, to monitor public use and provide a positive and engaging presence.
- Plan, deliver and run key pop-ups events that provide targeted opportunities for enhanced public engagement and promoting awareness.
- Maintain records of site visits, events and communications with landowners
- support the delivery of conservation and monitoring tasks and reports.
- Assist Public Engagement Ranger, project partners and Project Team leader in project tasks
- Help develop and deliver local community volunteering opportunities and support corporate volunteering tasks
- Provide regular project updates to land managers and project stakeholders
- Promote the work of the SDNPA and any associated project.
- Ensure health and safety policies and lone working procedures are adhered to.
- Other duties requested by the SDNPA, in line with the grading of this post.

### CORPORATE RESPONSIBILITIES

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty

- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection requirements including General Data Protection Regulations (GDPR)
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role