

Volunteer – Ranger Planning Admin Support

The South Downs National Park Authority (SDNPA) is seeking volunteer support with administrative tasks for the Eastern Ranger team, supporting their work commenting on planning applications.

Opportunities include supporting National Park staff with various admin tasks that benefit the South Downs.

Volunteers will learn about the planning function of the National Park Authority and the Ranger responsibilities for protecting the special landscapes.

This is a great opportunity for anyone that has an interest in planning and landscape conservation. Ideal for someone who has some experience of the planning process but this can also be learnt as part of the role. No in depth professional knowledge is required.

Volunteers are key ambassadors and play an important role in supporting the SDNPA in fulfilling our purposes 1: To conserve and enhance the natural beauty, wildlife and cultural heritage of the area.

Purpose 2: To promote opportunities for the understanding and enjoyment of the special qualities of the National Park by the public.

The SDNPA is an inclusive organisation and we welcome applications from everyone irrespective of sex, sexual orientation, gender identity, ethnicity, faith and religion, disability and age.

Compulsory Training:

Introduction to SDNPA, planning specific Ranger responsibilities and full description of role outcomes.

Equipment Provided:

None. Access to a home computer required.

Transport: Initial and occasional visits to the Area Office at Stanmer. Potential for site visits to application sites across Eastern Downs. Own transport would be required if this was undertaken as part of the role. Possible to be just home based.

Responsible to:

Ranger
Volunteer Support Officer

Preferred/Est. Hours: Any time but regular weekly. Estimate 1-3hrs. Possibly more if complex cases arise and site visits are undertaken.

Role Description:

- To provide assistance to Ranger Team to check planning applications.
- Check published weekly list of received planning applications.
- Assess applications that may have a significant landscape impact.
- Flag potentially damaging applications with Ranger Team and/or planning officer.
- Assess applications for wildlife enhancement potential.
- Produce comments that will form part of officer response to applications.



Key Skills:

- Good IT skills including use of Office programmes
- Good organisational and time management skills
- Attention to detail and accuracy
- Ability to identify and communicate key information

Key qualities: Friendly, reliable and self-sufficient, willing to accept direction/guidance

