**JOB DESCRIPTION**

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| **Job title: Apprentice Ranger**  **Directorate: Countryside and Policy Management**  **Grade: Apprentice Grade**  **At all stages the apprentice will be supported by a nominated member of staff with expertise in the designated work area.** |
| JOB PURPOSE:    * Undertake the Countryside worker Apprenticeship Level 2 provided by Sparsholt College. * Work as part of one of the SDNPA Ranger Teams providing practical conservation, site management, visitor management and community engagement within the National Park. * Attend regular meetings with the supervisor/assessor and attend training sessions at college/external providers and on site. |
| **KEY ACCOUNTABILITIES:**   * Complete the practical and academic requirements for the Countryside worker Level 2 Apprenticeship. * Work with SDNPA employees and designated partners to support the promotion of caring for and enjoyment of the national park environment. * Assist in promoting and carrying out the operational work programmes to implement countryside management projects and support landscape, wildlife and recreational management. * Assist colleagues in their work developing and maintaining links with visitors, partners and the local community. * Participate in practical and applied training relevant to carrying out the apprenticeship as required. * Undertake office administration tasks relevant to the role to develop business management skills which will including using Microsoft office systems and SDNPA / project procedures and processes. * Understand and ensure high levels of customer care at all times. * From time-to-time other duties may be requested by SDNPA in line with the grading of this post.   **NB A significant amount of work within the remit of this post is outdoors and can be physically demanding which requires a high level of resilience. Use of equipment may be required for which the apprentice will receive full training and be supervised at all times in accordance with Health and Safety Regulations.** |
| **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 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 |

**PERSON SPECIFICATION**

**Job title:** **Apprentice Ranger**

**Directorate: Countryside and Policy Management**

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| **Requirements & Criteria** | **Essential/**  **Desirable** |
| **Knowledge/Experience** |  |
| Basic understanding and/or experience of the role | E |
| Experience of dealing with members of the public | D |
| Experience of assisting with events and/or outdoor activities | D |
| Understanding of the ethos of National Parks | E |
| **Education/Qualifications** |  |
| GCSE Maths and English at appropriate level (if you don’t have these qualifications, you will be required to study and achieve both as part of your apprenticeship) | D |
| Willingness to undertake the Countryside worker level 2 Apprenticeship provided by Sparsholt College | E |
| Full Driving licence | E |
| **Skills/Abilities** |  |
| Strong interest in learning practical conservation/field skills | E |
| Good communication and interpersonal skills | E |
| Good organisational skills with the ability to use own initiative if required. | E |
| IT skills using a variety of different programmes | E |
| Willingness and commitment to work hard to complete all parts of the apprenticeship | E |