

## Frome Town Council

### Job Description

#### Assistant Ranger

This is a permanent, full-time contract

Salary: Grade 2 SCP 9 – 12 (Starting salary £25,119 in 2024)

Hours of Work: 37 hours per week Including some evening & weekend work; and work on public holidays

Leave Entitlement: 25 days holiday per annum basic (inclusive of 2 extra statutory days); plus, public holidays

Reporting to: Lead Ranger

Frome Town Council-branded uniform and suitable PPE will be supplied for work and must be worn when on duty.

#### Purpose of the role

Our vision is that the places and spaces in Frome are managed and well maintained to the highest standards, whether they're play parks, wildflower meadows, historic trees, or streets in the town centre. We are aiming to create vibrant spaces used and valued by local communities.

We are looking for someone who would love playing a part caring for these cherished community spaces who is keen to develop their practical and team working skills and who has the aptitude, people skills and dedication to help the team deliver this vision.

#### Key relationships

Build and maintain productive working relationships with:

- Frome Town Council Councillors and colleagues
- Members of the public
- Community & volunteer groups
- Other key partners such as Somerset Council

#### Main responsibilities and keys tasks

- Supporting the ranger team in the practical maintenance and improvement of all the open spaces and the town to enhance presentation, access, biodiversity, and enjoyment
- Supporting the ranger team to help maintain landscape vegetation (trees, hedges, meadows, and floral displays), access routes and gateways; improve street presentation; repairs and improvements to spaces and installations; and installing and maintaining street furniture such as benches and signage
- Play an active role in maintaining power and hand tools and other equipment
- Joining the ranger undertaking the seasonal green works projects including grass cutting and strimming, leaf blowing, brush clearance, installing outdoor furniture such as signs, benches, and steps, maintaining the ranger base maintenance

- Support tasks improving the presentation in the town centre including graffiti removal, weed removal, and repainting/restoring urban furniture
- Assisting community & volunteer groups to undertake practical activities and tasks on the ground – offering practical support and encouragement e.g. assisting with a weekend footpath trim, hedge laying or a morning of shrub pruning
- Assisting with town events including those on FTC sites and those organised or supported by the Council
- Supporting the opening and closing FTC buildings & facilities; completing practical checks at the same – and undertaking identified repairs and maintenance

### General

The responsibility for the smooth running of the Council is incumbent on all members of staff. At certain times – when colleagues are absent or during periods of seasonal or high workloads, for instance - you will be expected to help with or take on additional duties and responsibilities that are in line with the grade and purpose of this role.

A flexible approach to working evenings and weekends is required, although this will always be with as much notice as possible. Likewise, some Bank Holidays.

The post-holder has personal responsibility for safety in accordance with Health & Safety legislation and Council policies.

The post-holder will be expected to behave in a sustainable and ethical way; and to spend public funds wisely.

You will be expected to liaise and work with all other colleagues and foster good working relationships with the emphasis being on collaborative teamwork, helping others in covering holiday periods, sickness, and any other contingencies when necessary.

The nature of the role means that the post-holder will be required to work outdoors in all weathers.

The post-holder will be expected to work on or near roads at times; and the role can include some limited work in a confined (underground) space for which the necessary training, safe working practices and PPE will be provided.

Members of staff are to abide by and promote equalities within the Town Council as outlined in the NJC Pay & Conditions of Service and Council's Constitutional Policies.

You should be committed to the Council's Equal Opportunities Policy and to ensure equality of opportunity in service delivery.

This job is reflective of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

## Person Specification

### Assistant Ranger

#### Qualifications – Essential

- Full driving licence
- Level 4 or above in English and Maths at GCSE level or equivalent

#### Qualifications – Desirable

- For the right candidate full training will be provided. However, any competence certificates to operate machinery and undertake grounds and landscaping tasks, such as brush cutters, strimmer, or hedge trimmers would be desirable but not essential.
- First aid certification

#### Knowledge, Skills & Experience – desirable

- Practical and technical experience of undertaking practical work in an outdoor environment
- Proven experience undertaking practical outdoor work
- Competence with grounds & landscaping equipment such drills and hand tools; knowledge of tools maintenance
- Working knowledge of Health & Safety requirements and safe working practices
- Experience working in a compliant manner following site management plans and site risk assessments
- Undertaking all works in a safe and compliant manner
- Excellent people skills
- Good verbal communication skills
- An understanding of the role that volunteering can play to support others to deliver at their best
- Experience of prioritising tasks and an ability to respond flexibly when plans change
- Any experience working at public events an advantage

#### Personal attributes – essential

- A desire to make a positive difference to the local community and community spaces of Frome
- A 'can do' attitude and a willingness to become involved and find solutions whatever the task
- Integrity
- A great team player - experience of, and enthusiasm for, working collaboratively
- Ability to manage time and workload effectively
- Ability to use initiative and to be self-motivated
- A professional and courteous manner
- Ability to develop good working relationships and work as a member of a team
- Creative problem-solving ability
- Curiosity and a willingness to learn