



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Countryside Ranger (Community)
Job Reference	New Post
Service	Environmental Services
Team	Countryside Service
Location	Dinton Pastures Country Park
Reports to	Richard Westwood, Countryside Officer (Community)
Responsible for	Volunteers and volunteer groups
Grade	G6
Contract Type	Permanent
Hours	37 hours

Main Accountabilities	
1.	The organisation and supervision of our volunteers and volunteer groups, including <ul style="list-style-type: none">- Supervision of the 'Intro to Work' scheme- Setting up new community groups / friends of groups on our nature parks- Investigate and implement apprenticeships and placements with local colleges and universities.
2.	Inducting and training new volunteers
3.	Support the creation and review of volunteer Risk Assessment and Operating Procedures
4.	Investigate and support commercial conservation opportunities with local businesses
5.	Support and promote council's staff volunteering program
6.	Support the estate team with projects and day-to-day estate tasks.
7.	Supervision of Assistant Estate Ranger and Seasonal Staff

Person Specification

The ideal person for this role is highly organised, proactive, and adaptable, able to manage multiple projects and volunteer groups simultaneously. They demonstrate strong leadership, interpersonal, and communication skills, inspiring





and motivating volunteers, community groups, and seasonal staff. Solutions-focused and resilient, they work effectively both independently and as part of a team, maintaining a professional, inclusive, and supportive approach. Committed to health & safety, risk management, and operational excellence, they have a genuine passion for community engagement, volunteering, conservation, and education, driving positive outcomes for both people and the environment.

	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> Relevant qualification in volunteer management, community engagement, environmental management, or a related field Health & Safety, First Aid, or Risk Assessment certification (or willingness to obtain) Full driving license 	<ul style="list-style-type: none"> Higher-level qualification in project management, education, or social/environmental work Training in coaching, mentoring, or HR management RYA Powerboat Level 2 NPTC Chainsaw, Tractor, Brushcutter Herbicides PA1-6
Technical Skills	<ul style="list-style-type: none"> Practical Countryside and estate skills e.g., coppicing, fencing, footpath maintenance, site furniture installation and repair. Ability to organise and supervise volunteer groups effectively Competence in developing induction, training, and guidance materials for volunteers Experience in creating and maintaining risk assessments and operating procedures for volunteer activities Competence in using computer systems for data recording, spreadsheets, and management systems Great customer care skills 	<ul style="list-style-type: none"> Experience with project management software, volunteer management systems, or database administration Ability to support commercial or partnership initiatives with local businesses Machinery and power tools skills
Knowledge	<ul style="list-style-type: none"> Understanding of volunteer management best practices Awareness of health & safety legislation as it applies to volunteers and public spaces Knowledge of community engagement and group facilitation techniques 	<ul style="list-style-type: none"> Understanding of apprenticeship and placement programs in collaboration with colleges/universities Awareness of sustainability and conservation practices in estate management





Experience	<ul style="list-style-type: none"> Organising, supervising, and supporting volunteer groups and community projects Inducting and training new volunteers Supervising schemes such as “Intro to Work” and supporting apprenticeships and SEN volunteers Supporting and promoting staff volunteering programs Liaising with contractors, local businesses, and community partners for projects or placements Supporting estate teams with projects and day-to-day operational tasks 	<ul style="list-style-type: none"> Setting up new community groups (“Friends of” groups) and leading community engagement initiatives Developing and implementing apprenticeship or placement schemes Experience in commercial conservation initiatives or partnership projects
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Purpose Details	
Service Purpose	To effectively manage the council’s Country Parks, Nature Reserves and SANGs. To provide a contracted Public Rights of Way (PRoW) cutting and reactive maintenance service for the Council. To generate sufficient revenue from car parking, cafes, fishing, events, land hire and rental agreements to fund the operation of the Service. With the aim to generate further income to fund capital improvement works on Service facilities.
Role Purpose	To support the implementation of the Countryside Service Business Plan and be part of a comprehensive ranger service with specific responsibilities for organisation and supervision of volunteers.

Supervision and Relationships	
Supervision Received	Reports to Countryside Officer (Community)
Supervision Given	Supervises Volunteers Occasional supervision of Assistant Estate Rangers and Seasonal Staff.
Contacts	External stakeholder - Friends of Group, Local Town & Parish Councils, Local Wildlife Groups, and Educational Establishments

Resources/Budget Management
Responsible for ensuring the safe and appropriate use of Service vehicles, machinery, and tools, and for the proper care, security, and use of IT equipment, including hand-held devices and smartphones.

Special Requirements





- Supervision of children and vulnerable adults in an outdoor setting.
- Required to travel within the Borough.
- Requirement to undertake such duties as are reasonably expected by the line manager.
- Ability to work flexibly including regular weekends and occasional bank holidays.
- This role requires regular outdoor work and the ability to perform duties in all weather conditions.
- Undertake daily equipment and vehicle checks
- Participate in annual health surveillance relevant to the duties of the role
- Remote Working and Lone working
- Responsibility for locking/unlocking of sites and buildings
- Handling Chemicals according to COSHH Regulations
- Up to date on a vaccination (tetanus) and to carry a Leptospirosis card.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	Y
Working at Height	Y
Exposure to Noise (>80-85dB)	Y
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	Y
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	Y
Food Handling	Y
Working with Animals	Y
Specialised Medical Screening	Y
Night Working	N
Safety Critical Work	Y

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	Y





Work Environment Details	Based at Dinton Pastures Country Park office and workshop, but working outdoors across 35 countryside sites and Public Rights of Way
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Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	Y
Both of the Above	Y
Providing Care/Supervision for Children	Y
Providing Care/Supervision for Vulnerable Adults	Y
Both of the Above	Y
None of the Above	N

Disclosure and Barring Service (DBS)		Details
DBS Requirement	Enhanced DBS	
Eligibility Tool	Using the eligibility tool, and Enhanced DBS without a barred list check, see attached pdf.	

Re-checks
<Details of required regular checks in line with regulations.>

Evaluation Declaration	
Date of Evaluation:	October 2025





WOKINGHAM
BOROUGH COUNCIL

Evaluated by:

Nargis Phagura Ass HRBP

