



EARLEY TOWN COUNCIL
Park Ranger
Application Pack



EARLEY TOWN COUNCIL

The Town of Earley

Since it was first mentioned in the Domesday Book, Earley has grown to become the largest town in Wokingham Borough with a population approaching 35,000. It's position, to the southeast of Reading, means that it has excellent communication links with Reading and a fast train service to London. Much of Thames Valley Business Park, which houses a number of large well-known businesses, is within the Town's boundaries. In more recent years, the Town has been the subject of significant residential development, including the Lower Earley Development in the late 1980's/early 1990's which saw the building of around 9,000 additional dwellings.

The Council

Earley Town Council was created in 1974 following the reorganisation of Local Government. After the disbanding of Berkshire County Council, Earley became the largest parish in the Wokingham Borough Council unitary authority area. Earley's residents are represented by 25 Councillors (covering 8 wards) each elected for a term of four years, the last elections being in May 2023. The Town Council currently employs 17 full and part-time staff and has an annual turnover of around £1.5m.

The Council's Mission Statement

"Earley Town Council will deliver services of the highest quality whilst providing value for money following the guiding principles of Best Value. It will endeavour to promote the wishes of local residents through consultation and by representation to Wokingham Borough Council or other authorities as appropriate. The Town Council will act in the best interests of the residents of Earley and will conduct its business in an open and democratic manner."

Functions of the Town Council

The Town Council also manages three community centres (Maiden Place Centre, Radstock Lane Centre and Centrepoint Community Centre) and the Town Council Offices, a former farmhouse, situated in Radstock Lane, Earley. In addition, it owns Maiden Erlegh Nature Reserve which has an on-site teaching classroom and a lake. It is also responsible for the management of other parks and sports areas, including Sol Joel Park, an ancient woodland area and other open spaces. Earley Town Council is a burial authority, operating Mays Lane Cemetery and provides allotments at the Culver Lane site.



Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- Why you are interested in the position
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please complete the application form in full as shortlisting will be based on the information provided in the form.

Only completed application forms will be accepted, please do not send CVs.

References may be taken up for all shortlisted candidates.

Please return forms either:

- via email marked Private & Confidential to townclerk@earley-tc.gov.uk
- or by post in a sealed envelope marked Private & Confidential to:
Jo Friend, Town Clerk, Earley Town Council, Council Offices, Radstock Lane, Earley, Reading, RG6 5UL.

The closing date for receipt of applications is **12 noon, Monday 22nd April 2024**

Interviews will take place week commencing 29th April 2024
(Interviews will be conducted in person)

For an informal discussion about the post, please contact Jo Friend, Town Clerk, at Earley Town Council, Council Offices, Radstock Lane, Earley, Reading RG6 5UL, telephone 0118 986 8995 or email townclerk@earley-tc.gov.uk

Application forms available on the Earley Town Council website www.earley-tc.gov.uk.
Hard copies also available for collection from the Council Offices Helpshop in Radstock Lane.

Earley Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.



JOB DESCRIPTION

PARK RANGER

Line Manager: Operations Manager

Description of the Post:

To maintain public open spaces owned or managed by Earley Town Council. To maintain and improve these spaces with a focus on conservation, biodiversity and environmental benefits whilst also having regard for the health and safety requirements of a public open space. To support the Town Council's commitment to providing opportunities for residents to learn about and experience the natural world and to work collaboratively with local conservation groups as well as relevant professional organisations.

Earley Town Council open spaces include: Maiden Erlegh Lake and Nature Reserve; Redhatch Copse (ancient woodland); Meadow Park; Sol Joel Park; Bulmershe Park; Paddick Drive; Mays Lane Cemetery; Culver Lane Allotments.

Duties and Key Responsibilities:

1. To work collaboratively with other member(s) of the Park Ranger team, the Grounds Maintenance team and the Operations Manager to ensure delivery of all duties and responsibilities.
2. To assist with the planning and delivery of the day to day work of the Park Ranger team.
3. To develop and work within short, medium and long term objectives plans.

A. ENVIRONMENT

1. To maintain the Town Council's Open Spaces to a high standard at all times.
2. To follow best practice for maintaining and improving the conservation value of habitats within MELNR and other sites as appropriate.
3. To maintain and improve the biodiversity at MELNR and other sites as appropriate.
4. To manage and maintain the Maiden Erlegh Lake as a mixed coarse fishery, but with special reference to preserving and encouraging its wildlife.
5. To manage and maintain the lake and its features in accordance with the requirements of the Reservoir Act 1975.
6. To attend inspection visits from the appointed Supervising Lake Engineer and to carry out actions arising from these visits, reporting to the Deputy Town Clerk on progress.
7. To keep records regarding compliance with the Reservoir Act 1975, biological features, compliance with the approved management plans, etc.
8. To encourage the observance of the various codes and byelaws relating to the use of the Local Nature Reserve and Open Spaces.
9. To supervise the work of the Water Bailiffs, in particular in connection with their regular Work Parties, their patrols to check compliance with fishing rules and the collection of litter and rubbish.
10. To monitor the health and condition of flora and fauna and to consult with experts when appropriate.
11. To maintain a database of Earley biodiversity.

12. To ensure compliance with Health & Safety Regulations as set out in national guidelines and with the policies and procedures set out by Earley Town Council. To ensure the safety of visitors, volunteers, other members of staff and yourself.
13. To be responsible for Earley Town Council's Park Ranger Service section vehicles, tools buildings and equipment. In collaboration with the Operations Manager, to ensure the vehicles, tools, buildings and equipment are well maintained and used in accordance with health and safety requirements.
14. To be aware of expenditure in relation to budgets.
15. To investigate relevant funding opportunities by way of grants and so on, to further assist the Town Council's work on environmental matters.

B. COMMUNITY

1. To assist with the weekly Wednesday Volunteers sessions. To help plan environment-based work for the group and deliver the sessions in a safe and supportive way.
2. To liaise with organisations such as the Earley Environmental Group on works and projects that support the improvement of the environment in Earley and raise awareness and understanding on the part of the general public.
3. To provide ideas for, and assist with, the creation of leaflets, posters and displays which inform and educate visitors to MELNR and the wider public.
4. To promote the conservation aspects of the Town Council's work. To assist local schools with the education of school children and students in conservation related matters.
5. To arrange and supervise guided walks and talks both for the general public and specialist groups.
6. To maintain good relations with adjoining landowners and occupiers and other agencies.
7. To work collaboratively with neighbouring authorities.
8. At the request of the Town Clerk, to prepare agenda reports for the Council Committees with regard to the management and improvement of its open spaces. On occasion, to attend said Council Committee meetings to present a report.
9. To assist with the organisation of the Earley Green Fair and other events. To attend the Earley Green Fair and assist with operations on the day.

C. OTHER

1. To generally be available in emergency situations.
2. To agree to keep work related knowledge up to date and to take part in relevant training opportunities if requested to by your Line Manager.
3. To undertake such other duties, responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post at the discretion of the Town Clerk.
4. To ensure health and safety of resources within the post holder's responsibilities and personal health & safety responsibilities, in accordance with the Health & Safety at Work Act 1974 and any subsequent legalisation.

PERSON SPECIFICATION

Park Ranger

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skills and experience meet some or all of them as the shortlisting decision will be based on our assessment of you against these criteria.

		Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Good all round wildlife identification skills, especially grassland, woodland, birds and invertebrates • Demonstrable passion for nature, conservation and the outdoors 	<ul style="list-style-type: none"> ✓ ✓ 	
Experience	<ul style="list-style-type: none"> • Relevant experience and vocational training which demonstrates ability to undertake the role • Experience of managing or maintaining green spaces for wildlife and people • Experience of working with the public • Experience of safe and competent operation of relevant equipment / vehicles • Experience of planning and delivering engagement and/or educational activities to strengthen connections with nature and the outdoors 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Skills and Abilities	<ul style="list-style-type: none"> • Excellent team worker; co-operative and supportive of colleagues • Ability to complete work to deadlines • Ability to identify issues and report/record findings • Good organisational and planning skills • Ability to manage small works projects independently • Good communication skills • Literacy and numeracy skills. • Able to maintain accurate records as required. • Ability or a willingness to learn to operate machinery such as mowers, chainsaws and tractors. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE / NVQ 2 standard or equivalent in a related subject • Relevant certification/qualifications e.g. relating to conservation, biodiversity or the environment • Relevant certification/qualifications e.g. relating to the use of machinery and equipment 		<ul style="list-style-type: none"> ✓ ✓ ✓
Any other requirements to the post	<ul style="list-style-type: none"> • A full driving licence • Good knowledge in following Health & Safety procedures relative to work area e.g., Risk Assessments, COSHH, Manual Handling • Willingness to undertake training for specific work responsibilities 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	



SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

Contract status:	Full-time – permanent.
Salary:	(SCP 18 – 23) £29,269 - £32,076 paid monthly by BACS on the 15 th of the month (half in advance/half in arrears)
Probationary Period:	This post is subject to a probationary period of 26 weeks.
Place of Work:	Base at the Council's Offices but will be required to work at various sites.
Working Hours:	37 hours per week. Generally from 08.00 to 16.00, Monday to Thursday and 08.00 to 15.30 on Friday with 30-minute unpaid lunch break. Working hours may vary depending on requirements of the role.
Leave Entitlement:	23 days per annum, plus two extra statutory days and public holidays which increases with continued service.
Continuous Service:	The continuity of Local Government service will be honoured.
Pension:	From commencement of employment, membership of the Local Government Pension Scheme.
Benefits	The Town Council will sponsor relevant job-related training (subject to budget constraints).
DBS Check:	This post is subject to a satisfactory DBS check.