

Parks and Open Spaces

Conservation & Country Parks Manager Job Description and Person Specification

Job Description

Job Title:	Conservation and Country Park Manager
Service Area:	Parks and Open Spaces
Team:	Conservation and Country Parks
Grade:	VR08
Hours/weeks: <i>E.g. 40 hours/52.14 weeks</i>	40 hours
Base location:	Valentines Park
Reports to:	Head of Operations – P&OS
Responsible for:	Country Park (forest and park) & Conservation Rangers
Role purpose and role dimensions:	To manage, oversee and lead the day to day operations of Vision`s Country Parks teams and its Nature Conservation team.
Key internal contacts: <i>Job titles or groups of staff</i>	Vision Redbridge Culture & Leisure staff, Mainly Parks Manager, Grounds Maintenance Manager, Head of Operations and Director of P&Os London Borough of Redbridge staff – Mainly highways, Project Managers, Civil Engineering, Planning and Development teams
Financial dimensions:	To manage all income and expenditure for the C&C teams and Provide updates to the Head of Operations as and when required.
Key areas for decision making:	To have full and final say on advice given to internal and external contacts regarding nature conservation and ecology aspects of works.
Other considerations:	To work to an agreed roster, this could include evenings, weekends and Bank Holidays

Key accountabilities and result areas:	Key elements:
	<p>Lead on Nature Conservation, Ecology, Grounds Maintenance and site Operations across Hainault Forest, Fairlop Waters, Claybury Woods and Roding Valley.</p> <p>Management of 3 Senior Rangers (2 country parks, 1 conservation). Plus the secondary management of their teams – Up to approx. 15 staff.</p> <p>Support the Head of Operations by providing detailed reports on projects which relate to the boroughs open spaces from a conservation and ecological perspective.</p> <p>To manage nature conservation areas in the borough`s parks and open spaces, including wildflower meadows, ponds and woodland.</p> <p>Develop partnerships with other third sector organisations to deliver a range of environmental community projects.</p> <p>In accordance with Vision RCL policies – manage the recruitment, performance management, absence management, welfare and discipline within the Countryside and Conservation teams.</p> <p>To identify and evaluate training for all staff within the Parks Ranger Service.</p> <p>To lead on inspections, surveys and investigate complaints, recommending appropriate mitigating work to be undertaken by either internal teams or commissioning external contractors as necessary.</p> <p>Raise awareness of nature conservation through marketing, engagement with stakeholders, social media and networking events.</p> <p>To Conserve and enhance the natural beauty, wildlife and heritage of all sites, through assisting the Head of Operations and undertaking research surveys, monitoring and implementing practical conservation work.</p> <p>Lead on the Green Flag Awards scheme for the 2 main C&C sites, Claybury Park, Hainault Forest.</p>

	<p>Ensure the health and safety of all staff and volunteers and maintain risk assessments. Ensure all staff and volunteers are trained in the use of hand tools and safety procedures, to provide appropriate PPE and uniform.</p> <p>Provide management options, best practices and advice of all wildlife for parks, including the development, planning and delivery of wildlife surveys.</p> <p>Provide an extensive programme of nature conservation and volunteering activities. This includes liaising with the Sports and Health teams and providing opportunities for active minded people in the borough.</p> <p>To provide comprehensive administrative support and records for the Ranger and Operations Team to include records for play maintenance, building inspection audits, health and safety and staff information.</p> <p>To assist the LBR SANG and Biodiversity Offset Strategy/ LBR SINC review and Nature Conservation Strategy process</p> <p>Recording, investigating and responding to complaints relating to the service</p>
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General accountabilities and responsibilities

The above mentioned duties are neither exclusive nor exhaustive. From time to time the post holder will be expected to undertake any other responsibilities commensurate with the grade and post

The job holder will be also expected to:

To adopt Vision's Values and personal charter

Contribute to deliver Vision's Sustainability Strategy

Comply with GDPR legislation and Vision's Code of Conduct and maintain a high standard of personal conduct, including, honesty and integrity.

Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. A DBS will be required for all regulated positions.

Committed to fostering a positive and inclusive culture and upholding our values to build a diverse and inclusive workforce which is reflected in the services we provide within our communities

Provide customer service excellence

Responsible for own Health and Safety, those of your colleagues and service users

Person Specification

Job Title	Conservation & Country Parks Manager	
Method of candidate assessment: A = Application Form I = Interview T= Test Weighting: Essential (E) - Desirable (D)		
Disability Confident: We guarantee an interview for anyone who has a disability as defined in the Equality Act 2010 and who meets “Essential” as a minimum job weighting criteria.		
Selection Criteria	A - I	Weighting (E or D)
Education and Qualifications:		
Numeracy and literacy qualification e.g. English and Maths or equivalent – GCSE minimum	A - I	D
Degree or (equal alternative) in Nature conservation, Land Management or Ecology preferred.	A - I	D
Experience:		
Experience in Nature conservation, Land Management essential. Experience in Ecology	A - I	D
Proven track record of delivering conservation and country park services.	A - I	D
Ability to lead complex projects whilst managing up to 15 staff members	A - I	D
Relevant practical experience of working with the public in a front-line service	A - I	D
Knowledge:		
Excellent knowledge of Health and Safety	A - I	D
Deal with people at all levels confidently, sensitively and diplomatically	A - I	D
Ability to lead, develop and motivate a team of staff. This is to include holidays, sickness, discipline procedures, Health and Safety and reporting.	A - I	D
Other job requirements:		
Hold a full, valid and current UK Driving Licence	A - I	E
As part of this role the post holder will be required to work at and visit a range of Vision sites across the borough.	A - I	D
Self-motivated, keen to learn, and willing to work outdoors in all weather.		