

Job description

Job title: Area Warden
Grade: Grade 7/BAR/8
Job evaluation reference: ES503a/b
Job family: Natural Environment

Purpose and impact

1. To encourage interest, understanding and responsible use of heathland, countryside and coastal sites by visitors of all abilities and to encourage involvement and support from local communities (eg. by increased awareness of heathland, countryside and coastal issues and support for voluntary warden schemes).
2. To avoid harm to heathland, countryside and coastal sites caused by illegal or inappropriate behaviour by visitors and ensure adequate monitoring of condition on the sites and the activities and characteristics of user groups.
3. To work with partners to improve the recreation opportunities of the heathland, countryside and coastal sites and the perception of these sites by the public.

Key responsibilities

4. Working in close cooperation with the wardens/rangers from organisations, co-ordinate patrolling of heathland, countryside and coastal sites and alternative greenspaces in designated area.
5. To provide appropriate accurate advice and information to site users and targeted groups to avoid damaging activities.
6. To provide digital communications to raise awareness of responsible access to nature.

Grade 7 – Level 1 Area Warden:

7. To assist Dorset and Wiltshire Fire and Rescue (DWFRS) in the event of wildfires as appropriate.
8. To liaise with site owners/managers, Dorset Police, DWFRS and other organisations as appropriate.
9. To compile reports on incidents and record events on appropriate computer database systems, ensuring all such records for their area are kept up to date.
10. To collect information on the sites, their use and misuse.
11. To assist with the monitoring of effects of site use before and after funded partner projects and misuse including habitat recording and other monitoring activities (e.g. the taking of photographs).
12. To assist with site maintenance as appropriate.
13. To organise and lead a programme of community events and activities and assist with formal educational activities, on and off site.
14. To work with and encourage volunteer warden schemes in conjunction with site owners/managers. Supervision and responsibility for health and safety of volunteers.
15. To undertake such other duties as may be required from time to time commensurate with the level of the post and in line with the requirements of the partnership.
16. To comply with all decisions, policies and standing orders of the Council and any relevant statutory duties, including Equal Opportunities legislation, the Health and Safety at Work Act, the Data Protection Act and Equality Act 2010.

Grade 8 – Level 2 Area Warden (in addition to Level 1):



Progression from Level 1 to Level 2 will be subject to the postholder demonstrating the appropriate level of competence in accordance with the Level 2 requirements shown below, and in addition to this, a vacant, approved position must be available within the team.

17. Working in partnership with internal and external organisations, co-ordinating patrolling and events programme on heathland, countryside and coastal sites and alternative greenspaces in designated area.
18. To provide appropriate, specific and accurate advice and information to site users, organisations and targeted groups or businesses to avoid damaging activities.
19. To lead on digital communications to raise awareness of responsible access to nature.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

20. Reporting to: Appropriate manager (as specified in the context statement)
21. Responsibility for: Supervision and training of seasonal and casual wardens, volunteers, trainees and student placements

Other factors

22. Mobile phone.
23. Project vehicle (jointly).
24. Keys to various sites and offices.
25. Protective clothing.
26. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
27. Outdoor working in all weather.
28. Shared desk space at wardening base.
29. There is a significant element of lone working occasionally in potentially confrontational situations.
30. Regular driving including off road with trailers.
31. Practical estate management as necessary.
32. Exposure to a number of biohazards for example Weil's and Lyme's disease.
33. Highly flexible working hours, on a rota basis, with weekend, bank holiday and early/late working.
34. A Basic DBS check is required.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

| Qualifications, training or registrations Required by law or essential to the performance of the role or both | Assessed through: |
|--|---|
| 1. Qualification in ecology, countryside management or a related discipline or experience in a similar role | Application form |
| 2. Level 2 post holder: Qualification in ecology, countryside management or a related discipline at degree level or above and/or significant experience in a similar role | Application form |
| Experience | |
| 3. Experience in countryside management, access or nature conservation | Application form |
| 4. Experience of dealing with people of all ages | Application form |
| 5. Level 2 post holder: Significant experience in countryside management, access, nature conservation and/or engagement and partnership working | Application form |
| Knowledge | |
| 6. Countryside access and rights of way | Application form Interview Assessment |
| 7. Nature conservation issues | Application form Interview Assessment |
| 8. Level 2 post holder: Countryside management, access, nature conservation and/or engagement and partnership working | Application form Interview Assessment |
| Skills and abilities | |
| 9. Excellent communication skills | Interview Assessment |
| 10. Good computer skills | Interview Assessment |
| 11. Content creation including video editing, campaigns for digital platforms (social media) | Interview Assessment |
| 12. Posting to social media organisation platforms | Interview Assessment |
| 13. Level 2 post holder: Good computer skills | Interview Assessment |
| 14. Level 2 post holder: Leading on content creation and posting including video editing, campaigns for digital platforms (social media) | Interview Assessment |



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| Our values | |
| 15. Respect | Interview Assessment |
| 16. Together | Interview Assessment |
| 17. Accountability | Interview Assessment |
| 18. Openness | Interview Assessment |
| 19. Curiosity | Interview Assessment |
| Other | |
| 20. Commitment to nature conservation | Application form |
| 21. Commitment to partnership working | Application form |
| 22. Ability to fulfil the travel requirements of the post | Application form |
| 23. Regular evening and weekend work | Application form |
| 24. This post is subject to a Basic DBS check | Application form |
| 25. Willing to tow the project's exhibition trailer for which training will be given | Application form |

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

| Qualifications, training or registrations | Assessed through: |
|---|--------------------------|
| 26. First Aid | Application form |
| 27. Level 2 post holder: First Aid outdoors | Application form |
| 28. Level 2 post holder: Digital design competency on Canva | Application form |
| 29. Level 2 post holder: Social media training | Application form |
| Experience | |
| 30. Partnership working | Application form |
| 31. Experience of managing staff and/or volunteers | Application form |
| 32. Organising events and activities | Application form |
| 33. Stock checking (only for particular roles, see context statement) | Application form |
| 34. Promoting community participation | Application form |
| 35. Working with young people | Application form |
| 36. Experience of conflict resolution | Application form |



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| Knowledge | |
| 37. Heathland, Countryside or Coastal wildlife knowledge | Application form Interview Assessment |
| 38. Conservation grazing (only for particular roles, see context statement) | Application form Interview Assessment |
| 39. Heathland, Countryside or Coastal history (only for particular roles, see context statement) | Application form Interview Assessment |
| Skills and abilities | |
| 40. Partnership working | Interview Assessment |
| 41. Microsoft Office programmes | Interview Assessment |
| 42. Surveying and Mapping including GIS | Interview Assessment |
| 43. Able to work on own initiative | Interview Assessment |
| 44. At ease with cattle and ponies (only for particular roles, see context statement) | Interview Assessment |
| 45. Team working | Interview Assessment |
| 46. Conflict resolution | Interview Assessment |
| 47. Survey and mapping | Interview Assessment |

Approval

Manager's job title: Recreation Mitigation Coordinator

Date: Updated: September 2024

