

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.



Dorset
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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.

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 (Level 1 and Level 2 post holders)

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 (Level 1 and Level 2 post holders)

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
Skills and abilities	
8. Excellent communication skills	Interview Assessment
9. Good computer skills	Interview Assessment
10. Content creation including video editing, campaigns for digital platforms (social media)	Interview Assessment
11. Posting to social media organisation platforms	Interview Assessment
12. Level 2 post holder: Countryside management, access, nature conservation and/or engagement and partnership working	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

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
Knowledge	
37. Heathland, Countryside or Coastal wildlife knowledge	Application form Interview Assessment
Skills and abilities	



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

Approval

Manager's job title: Recreation Mitigation Coordinator

Date: September 2024

