



JOB DESCRIPTION

JOB TITLE:	Parkland Manager
RESPONSIBLE TO:	Chief Executive Officer, CVPT
RESPONSIBLE FOR:	1 x FTE Ranger, 2 x FTE Estate workers and volunteers
LOCATION:	Cuerden Valley Park Trust office, Visitor Centre, Berkeley Drive, Bamber Bridge, Preston PR5 6BY
PURPOSE OF ROLE:	<p>To be responsible for the maintenance and conservation of the parkland to ensure Cuerden Valley is a safe, high quality visitor destination and excellent model of managing the countryside for nature conservation.</p> <p>Lead and develop an effective team of staff and volunteers.</p> <p>Develop and implement plans to improve the parkland for nature conservation, education and visitor needs.</p>
BUDGET:	The postholder is responsible for a small operational budget.
HOURS:	Full time (based on 37.5 hours) over 5 days (Mon-Fri). There will be a requirement for weekend working and a degree of flexibility will be required. Time off in lieu of extra hours worked will be given.
SALARY:	£28,000
PENSION:	After the probation period, the post holder will be eligible for employer's contributions of 5% to a private pension scheme providing the employee contributes at least 3%.
CONTRACT:	This is a regular, permanent contract.
PROBATION:	There is a six-month probationary period for this post.
PAID LEAVE:	23 days per annum initially pro rata (excluding public holidays).

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KEY RESPONSIBILITIES

Conservation and maintenance of the parkland

- To review and deliver the Management Plan to ensure the parkland is safe and well maintained; that good countryside practices are followed and the Park is attractive to visitors, in accordance with the Trust's vision and strategy.
- To balance the needs of countryside management and visitors, delivering best practice to manage visitor access preventing damage, erosion, and other issues caused by over-use and to conserve the parkland for future generations.
- To plan and carry out a broad range of practical conservation and maintenance tasks in the Park, covering both practical and strategic skills.
- To liaise with outside agencies including Natural England, Forestry Commission and Environment Agency on statutory duties, licences and grant programmes including the Countryside Stewardship Scheme.
- Review and implement a Woodland management plan, including planning and carrying out thinning, felling and planting.
- To be responsible for the workshop, yard, equipment, machinery and vehicles, including safety checks, servicing and records.
- To appoint and supervise contractors to carry out work in the park where appropriate.

Outreach & Engagement

- To develop the role of volunteers in the parkland, by providing opportunities for all in line with our inclusivity and diversity policies. To provide appropriate levels of training and development for a broad range of volunteers.
- Contribute content for digital and social media platforms in line with the Trust's Communications Plan such as images, stories and podcasts relating to activities in the parkland and how visitors can get involved.
- To engage with the visitors and stakeholders (e.g. Friends of the Park, tenants, allotment holders) in a manner that ensures the image and reputation of the Trust is upheld and consistent with the Trust's values.

Planning, Supervision & managing budgets

- To lead and manage the Ranger team, work placements and volunteers working in the Park, to ensure efficient working across a seven-day operation.
- To carry out staff performance reviews. Agree and training plans and provide access to required training.
- Take responsibility for the budget for the department, the purchasing of materials, goods and services and organising resources.

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Health & Safety

- To act as a member of the Health & Safety core team, review and implement risk assessments & method statements (RAMS) relevant to areas of work in the parkland.
- Draw up and deliver a Tree Management Plan, including action plan with the relevant RAMS carried out at required intervals and actions implemented.
- To ensure that all work carried out by staff, volunteers and contractors is in line with the Cuerden Valley Park Trust Health and Safety Policy.

General

- To adhere to all policies and procedures implemented by Cuerden Valley Park Trust. These are set out in the Cuerden valley Park Trust Staff & Volunteer Handbook.
- Be responsible for their own training and development within the role in liaison with CEO as part of the Performance & Development Review system.

PERSON SPECIFICATION

JOB TITLE: Parkland Manager

FUNCTION: To be responsible for the maintenance and conservation of the parkland.

The table below sets out the essential criteria necessary to undertake competently the duties and responsibilities of this varied post. Candidate selection will be made against all the criteria to determine the best fit overall for the role.

There are some elements of the role for which specific training and induction will be required and this will be provided to the successful candidate. This section details the experience, skills and knowledge required for the post.

Experience	Essential	Desirable	Assessment
Experience of countryside management principles and policy	✓		A
Extensive practical environmental and conservation work	✓		A

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Supervising staff and producing work plans	✓		A/I
Motivating and working with volunteers	✓		A/I
Woodland or Environmental Stewardship or similar grant schemes	✓		A/I
Producing management plans		✓	A

Knowledge	Essential	Desirable	Assessment
Degree in relevant subject or equivalent experience		✓	A/I
Environmental or countryside management qualification	✓		A/I
Current environmental and wildlife legislation	✓		
Computer literate with MS Office	✓		

Skills	Essential	Desirable	Assessment
Ability to operate and maintain a range of machinery such as chainsaws, strimmers, tractor, trailer.	✓		A
Strong communication skills (written, spoken, online)	✓		A/I
Good numeracy	✓		A/I
Ability to establish & maintain effective relationships with a wide range of people	✓		A/I
Excellent organisational skills	✓		A
Competent IT Skills including MS Office 365	✓		A
Ability to work on own initiative and manage own workload	✓		A/I
Car driver with full UK Driving Licence	✓		A

A – Application I - Interview

We are looking for someone who will demonstrate their commitment and enthusiasm for the Trust, its ethos and mission.

Cuerden Valley Park Trust exists to sustain and develop the Park, its facilities and the high value natural landscape so much appreciated and cherished by a strong local support and

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visitor base. It is likely that the ideal candidate will recognise the importance of our work and will be willing to act as an ambassador for our mission.

The ideal candidate will have a practical background in countryside management with time spent on the tools sufficient to train and supervise others.

The person will be physically capable of carrying out practical work in the parkland in all weathers to support and lead staff and volunteers.

Building on practical experience, the ideal candidate will demonstrate management and leadership skills to develop a team, and experience of writing and delivering plans and programmes to carry out significant repair and improvement to the parkland.

The person will be a natural communicator with a broad range of audiences from volunteers and daily visitors to the park to professional specialists in outside agencies.

The Park is going through a period of change and growth in response to growing visitor needs and the Parkland Manager will be at the centre of discussions and plans to respond to the need in the communities for greenspace and conserve the special quality of the park.

*This post will be subject of DBS checks.

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