



Apprentice Greenspace Ranger Job Description

POST TITLE: Apprentice Greenspace Ranger –Fixed Term up to 2

years

SALARY: Scale 1 Training Grade – LLW

SERVICE AREA: Environment and Regeneration

DIVISION / UNIT Public Realm

REPORTS TO: Greenspace Assistant Parks Manager

PRIMARY JOB FUNCTION

To work in a supported learning environment to develop the skills and knowledge which will assist the apprentice to complete their qualification and secure employment and progress in their career in the future.

To work within the community to improve local parks, providing effective and efficient support service to residents and designated team.

DUTIES AND RESPONSIBILITIES

- 1. To undertake a development programme leading to a level 2 National Vocational Qualification (NVQ) in Environmental Conservation as part of an apprenticeship.
- 2. To actively participate in their own development plan under the supervision of the line manager and the assessor from the college.
- To work outdoors, sometimes alone and support the Assistant Manager and to deliver a programme of park events ensuring events are accessible to all sections of the community.
- 4. To provide support to the Assistant Manager to deliver projects to improve parks and open spaces.
- 5. To work under supervision to develop practical skills in administration including filing, photocopying, ICT programmes/systems and answering queries.
- 6. To support the Assistant Manager in responding to correspondence, complaints and communication.
- 7. To take part in meetings, supervision, training as requested by the manager.





8. To undertake other duties commensurate to the learning and development of the young apprentice.

ADDITIONAL:

- To use information technology systems to carry out duties in the most efficient and effective manner.
- To achieve personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's customer care standards.
- To be committed to the Council's core values of serving the public first, being open honest and fair, and respecting all people and communities and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

Post holder Declaration

Name:	
Signed:	
Date:	





PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your application form how you meet each of the following essential criteria. Please ensure that you address each one of the criteria as this will be used to assess your suitability for the post.

Service Area: Environment and Regeneration		Division: Public Realm			
Post Title: Apprentice Greenspace Ranger Grade: Scale 1 Training Grade			– LLW		
REQUIREMENTS					
EDUCATION and EXPERIENCE					
E1	Able to meet the entry requirements of the NVQ course and to attend and undertake the studying and coursework required to complete the course. (Not Qualified to NVQ Level 4 or Above or working towards them).				
E2	Proven ability to communicate and to present information clearly and concisely both verbal and written, with good attention to detail.				
	KNOWLEDGE, SKILLS and ABILITY				
E3	Able and willing to follow instruction and learn new tasks.				
E4	Able to work flexibly as part of a team.				
E5	Willingness to work outdoors and interest in the natural environment.				
E6	Willingness to learn and to take responsibility for your own development.				
E7	Ability to organise own workload.				
E8	Able to attend work and college at the required times.				
E9	Commitment to completing the apprenticeship and obtaining a Level 2 NVQ qualification in Environmental Conservation.				
E10	Display sensitivity and maintain confidentiality.		A/I		
E11	Ability to adhere to the Council's Dignity for All policy.		A/I		
	SPECIAL REQUIREMENTS OF THE POST				
E12	This role will require you to obtain through us an Efrom the Disclosure and Barring Service (DBS)	•	/		
E13	Eligibility to the apprenticeship scheme is open to Islington residents only		A A/I		
E14	Currently unemployed/economically inactive (working no more than 14 hours a week).				
	Assessed by: A= Application, I= Interview, T= Test E = Essential				