**Job Description**

**Main Purpose of Job:**

To protect Suffolk’s internationally important coastal, estuarine and heathland wildlife sites (European sites) from harm that could occur because of increased recreational use of the sites. The role will be facilitating projects to deliver the [Suffolk Coast Recreational Disturbance Avoidance and Mitigation Strategy](https://www.eastsuffolk.gov.uk/assets/Planning/Section-106/Habitat-mitigation/Suffolk-HRA-RAMS-Strategy.pdf) (RAMS), known publicly as [Wildlife Wise](file:///C:\Users\skench\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\353LZGDV\wildlifewise.co.uk). This will include engaging with local people and visitors to promote responsible use of the European sites and undertaking practical tasks that will prevent disturbance to wildlife and habitats.

**Our Values:**

You will be expected to work in line with our values which are:

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| **Proud** - Believing in who we are, what we do and where we live |
| **Dynamic** - Transforming the future with you in mind |
| **Truthful** - Honest and clear in all we do |
| **Good Value** - Delivering outstanding services, smartly & economically |
| **United** - Whoever we work with, we work as one team |

**Key Responsibilities:**

1. To provide a Ranger presence at key coastal, estuarine and heathland European sites, including some early mornings, evenings, weekends and bank holidays as required.
2. To undertake in-person engagement with communities, recreational users and landowners of internationally important wildlife sites to positively change visitor behaviour.
3. Attend local events and lead presentations when requested to promote Wildlife Wise and the objectives of the Suffolk Coast Recreational Disturbance Avoidance Mitigation Strategy.
4. Undertake manual labour as necessary.
5. Work with partners to develop and lead projects and produce materials to prevent disturbance and damage to European sites, aid engagement and communicate objectives of Suffolk Coast Recreational Disturbance Avoidance and Mitigation Strategy.
6. To gather and feedback information on visitor behaviours to the Suffolk Coast Recreational Disturbance Avoidance and Mitigation Delivery Manager.
7. Responsible for monitoring, recording and reporting to provide long term monitoring data to inform resource allocation and determine the effectiveness of the strategy measures. This includes surveying and monitoring people, wildlife and habitats.
8. Liaise with partners and local volunteers to build knowledge of visitor related pressures and contribute to suggesting interventions, projects and solutions to any negative impacts identified.
9. Work with landscape, nature conservation and access staff within the four local planning authorities and the County Council to dovetail RAMS projects alongside other access related work across the project area.
10. To work flexibly across coastal, estuarine and heathland European sites as need requires.
11. To co-ordinate and deliver website content, social media engagement and content on RAMS priorities and initiatives.
12. To record and present audio and videos to be used on the Wildlife Wise website, social media and other communication channels.
13. To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.
14. To promote and adhere to the workplace values of our organisation.

**Band 6 additional responsibility**:

15. Co-ordinate the deployment of volunteers to deliver the objectives of the Suffolk Coast Recreational Disturbance Avoidance Mitigation Strategy.

**Line Manager:** Suffolk Coast Recreational Disturbance Avoidance and Mitigation Strategy (‘RAMS’) Delivery Manager.

**Responsible for:** N/A

**Political Restriction:**

This post is not politically restricted.

Note: This is a description of the job as it is constituted at (**January 2025**) but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Council’s aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserves the right to insist on changes to the Job Description after consultation with the postholder.

**Person Specification**

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|  |  | **Band 5**  **Essential (E) or Desirable (D)** | **Band 6**  **Essential (E) or Desirable (D)** |
| **Knowledge and Experience:** | * Experience of face-to-face public or customer engagement, ideally in a countryside setting. * Experience of gathering and recording information and analysing data. * Some experience of co-ordinating or leading on projects. * Experience of relevant manual labour e.g. erecting fencing and signage, nature reserve management tasks etc. * Experience of co-ordinating the work of others. * Good knowledge of the Suffolk Coasts wildlife and habitats. * Knowledge of conservation and farming land management practices. * Knowledge of various forms of recreation and the effect this can have on wildlife and habitats. * Knowledge of designated site and protected species legislation and policy. * Experience of surveying and monitoring wildlife and/or people. * Experience of designing monitoring and survey methodologies. * Experience of running public engagement processes and/or events. * Experience of leading a team and volunteers. * Experience of working with, caring for, or training dogs. | E  E  E  E  D  D  D  D  D  D  D  D  D  D | E  E  E  E  E  E  D  E  D  E  D  D  D  D |
| **Skills and Abilities:** | * A passion for the environment and the benefits for people of spending time enjoying nature responsibly. * Passionate about making a positive difference across coastal, estuarine and heathland wildlife sites. * The ability to develop positive working relationships with a wide range of people and organisations including recreational users of the habitat sites, council officers, councillors, landowners and businesses. * Excellent written and verbal communication skills. * Strong presentation skills. * The ability to consult, listen to and influence others. * Confident and enthusiastic to engage with recreational users of the habitat sites, landowners, businesses, charitable organisations on issues such as responsible visitor behaviours and wildlife management. * The ability to both follow instructions and work on own initiative with minimum supervision. * Strong teamwork skills, to work collaboratively in developing projects and delivering strategy. * The ability to undertake manual labour, such as erecting fencing or signage. * Excellent organisational skills and ability to meet deadlines. * The ability to maintain accurate records and filing systems. * The ability to write and adhere to risk assessments and adhere to health and safety procedures. * Able to be comfortable around dogs, as part of the role is engaging with dog owners. * IT literate, with experience of using Microsoft packages. * A willingness and ability to learn and use modern technology to deliver work efficiently. * Bird, plant and habitat identification skills. * The ability to write website and social media content. * The ability to record, present and edit video and audio for website and social media content and other communication channels. | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  D  D  D | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  D |
| **Education and Training:** | * 5 GCSEs A\* to C or 9 to 4, two of which should be English Language and Maths. * Significant experience of working in a relevant specialist area. * Degree or equivalent level in a related subject or equivalent. | E  D  D | E  E  E |
| **Other Requirements:** | * A commitment to own development and to supporting training and development initiatives. * Must be mobile / have access to a car to operate across a wide and rural area, visit wildlife sites and other locations within the district on an almost daily basis. * Able to work outside in all conditions and walk long distances over all types of terrain. * Flexible and willing to work regularly outside of normal working hours, including weekends, early mornings and evenings. | E  E  E  E | E  E  E  E |