

# Job description

## Park Warden

**Accountable to:** Garden and Park Manager

**Accountable for:** Park assistants, Volunteers, Work experience students.

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### **JOB PROFILE:**

The successful applicant will be involved in parkland restoration and maintenance as outlined in the Management and Conservation Plans under the direction of the Garden and Park Manager. Assistance to be given when necessary to Gatton Park Education and the RAAS School Gardener.

### **KEY RESULT AREAS:**

The post holder shall:

#### **Estate Management**

- Assist in the overall estate management of Gatton Park under the direction of the Garden and Park Manager and in line with the management prescriptions set out in the various management plans.
- Ensure all practical work is carried out to the highest standards. This will include practical habitat management, e.g. woodland, grassland, estate management, access and amenity works.
- Assist Garden and Park Manager with the management of the small flock of sheep. Monitoring their well-being, planning grazing and maintaining fences.
- Be responsible for the safe operation of all equipment.

#### **Supervision of staff, volunteers etc.**

- Assist the Garden and Park Manager and Volunteer Co-ordinator in the recruitment and day to day management of volunteers and student work placements.
- Develop the practical volunteer teams, seeking out new opportunities and ways of working to achieve our goals.
- Lead work parties in practical estate work including local groups and corporate volunteer groups.

#### **Local and Visitor Engagement**

- Liaise and establish good active working relationships with RAAS staff, local residents, neighbours and neighbouring farmers.
- Work with the Garden and Park Manager and Events Co-ordinator to help run events and activities such as monthly open days for the public.
- Ensure all cash handling is carried out in a safe and efficient manner using correct procedures.

#### **Health and Safety**

- Take reasonable care for the health and safety of yourself and of others.

- Ensure all aspects of Health and Safety are carried out to national regulations and standards and that RAAS/Gatton Trust policies on Health and Safety are fully implemented.
- Assist the Garden and Park Manager with the tree safety inspection programme.
- Write and implement risk assessments and other safety works as directed by the Garden and Park Manager

### **Property Management Planning**

- Work with the Garden and Park Manager on the production of management plans and the planning and prioritising of all practical estate work.
- Devise, conduct and act upon various surveys across the sites.

### **General & Administration**

- Deputise for the Garden and Park Manager as required.
- Working open days (first Sunday of the month Feb-Oct) and other events as required taking time off in lieu as agreed with the Garden and Park Manager.
- Be accountable for own development through the Performance and Development Review (appraisal) process seeking out opportunities to learn new skills. Undertake training courses, workshops etc as and when required.
- Undertake all other reasonable duties as may be required.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to RAAS Foundation policies and the Required Ways of Working.

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## **DIMENSIONS OF THE ROLE:**

### **Gatton Park Internal Contacts**

- *Garden and Park Manager, Chief Executive, Volunteer & Events Coordinator, RAAS School Gardener, Stables Manager*

### **External Contacts**

- *Visitors, local residents, National Trust Ranger, volunteer groups, local farmers, local societies and relevant external agencies and partner organisations as appropriate.*

## **KNOWLEDGE, SKILLS AND EXPERIENCE:**

### **Knowledge**

#### **Essential:**

- Motivation to work towards the goals of the RAAS Foundation/Gatton Trust.

- Commitment to working in conservation and environment.
- Experience in practical conservation work such as fencing, tree planting, scrub clearing and habitat creation.
- Interest in working with animals
- Full driving Licence

Desirable:

- Practical qualifications/experience in:
  - Chainsaw use
  - Tractor Driving and use of tractor implements,
  - Brushcutters and strimmers
  - Herbicide application Pa1,Pa6a
- Relevant Degree / Higher National Diploma or NVQ Stage 3 qualification
- Practical qualifications in Tractor/Trailer Driving
- HSE approved First Aid qualification

**Skills**

Essential:

- Strong communication and interpersonal skills
- Ability to work as part of a team or on own initiative
- Computer Literate

**Experience**

Essential:

- Experience of practical countryside management in a similar setting
- Management and development of volunteers
- Experience of organising and implementing work plans

Desirable:

- Working at a Country Park or similar busy countryside property
- Experience of working within an historic/ heritage environment.
- Visitor management and customer care
- Livestock management

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check