**BCP Council**

**JOB DESCRIPTION**

**SERVICE UNIT: Corporate Operations**

**JOB TITLE: Estate Worker (Conservation)**

**POST REF:** **105157**

**GRADE:** **E £24,294**

**JE REF:**

**RESPONSIBLE TO: Upton Country Park Operations Officer**

**RESPONSIBLE FOR: Volunteers, Apprentice and Work Placements**

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| **N.B.** | * Upton Country Park (UCP) includes the Estate, House and facilities under the management of Corporate Operations * The nature of the service requires regular weekend and evening working. |
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**Main Purpose**

* To maintain, develop and manage the native habitats and wildlife of Upton Country Park
* To carry out tasks to a high standard
* To assist in the management of the Pleasure Grounds and other formal and informal horticultural features
* To ensure that access points and routes, bridges, seats and other countryside furniture is properly maintained
* To supervise and help develop the Apprentice Countryside Worker
* To supervise and develop Upton County Park volunteers, student placements and outside voluntary groups
* To assist in setting up and running of events including Bio blitz, music festivals and Christmas
* To participate in a 7-day, core hour working rota to ensure site presence, public safety and enjoyment of the Country Park and House,
* To build positive relationships with managers, staff, stakeholders, partners, service providers and customers.
* To ensure the security of UCP and its contents, including the operating of alarm systems and opening and closing tasks.

This job description is current as at the date shown below. In consultation with you it is liable to variation to reflect or anticipate changes in or to the job

**Main Responsibilities:**

1. Maintain, develop and manage the native woodland, grassland and wetland habitats of Upton Country Park, working closely with the Operations Officer, BCP Council Biodiversity Project Officer and other stakeholders
2. Manage and develop the wildlife monitoring activities on Upton Country Park.
3. Supervise and mentor the Apprentice Countryside Worker, providing appropriate training and expert advise.
4. Supervise and develop the extensive volunteer team, including student placements with an emphasis on the conservation volunteers
5. Assist in the management of the formal Regency Pleasure Grounds, Walled Garden, Borders, Winter Garden and other horticultural features
6. Contribute to site work programs.
7. To contribute to and assist in the running of events including the Bio Blitz, guided walks college and youth groups
8. Actively participate in the UCP 7 day a week rota, to ensure and oversee the smooth daily running of Upton Country Park and House.
9. To assist in the maintenance of the heritage features of the estate.
10. Assist and manage the response to any on site emergency (including, if necessary, contacting external services).
11. Maintain the outdoor structures, play equipment, water features and other equipment/fixtures and update H&S documentation relating to these and other equipment.
12. Assist in the day-to-day operation of Upton Country Park facilities including the Welcome Centre, Education Centre and Upton House
13. Carry out daily and weekly checks
14. Ensure that visitors have paid for parking
15. Maintain the Pay and Display machines
16. Ensure vehicles and equipment are maintained/serviced/repaired as and when required
17. Ensure work carried out by contractors, volunteer groups etc are carried out to specification and to a high standard
18. Patrol UCP, providing a high quality customer focused service through advice and information whilst also encouraging visitors to behave in a responsible manner and obey relevant byelaws and codes of practice
19. Ensure that the litter bins are maintained and the site is litter free
20. Undertake and maintain written or computerised records of management work, plant surveys, wildlife records and other activities/events as required and use Council IT systems
21. Assist, as appropriate, in the preparation of interpretive materials, including the recording of management work and events
22. Assist, as appropriate, with bookings, weddings, events and activities, including conducting guided walks and assisting with educational activities
23. Procure goods, equipment and services, ensuring accurate records are maintained
24. Deputise for the Operations Officer as and when required
25. To work towards the Council’s vision, objectives and core values
26. To undertake and other duties or necessary training as required and commensurate with the level of the post
27. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and Data Protection Act.
28. To ensure security of UCP and its contents, including the operation of alarm systems, key holding and opening and closing tasks

Prepared by: Adam Butcher, Operations Officer Date: 220/12/2023

**Additional Information**

**Location**

This post is based at Upton Country Park.

**Working Environment**

The post requires physical outdoor working in all weathers. Occasional office work may also be necessary to fulfil the duties required.

**Working Hours**

The post holder is required to work a minimum of 37 hr/wk to include evenings, weekends (usually every third) and bank holidays as required as part of a 7-day, core hour duty rota. Estate Workers will be expected to cover each other, for example, when one is on annual leave. The post holder is required to give adequate notice (usually no less than two weeks) for standard absence requests.

**Lone Working**

This post requires occasional lone working

**Manual Handling**

This post requires manual handling and practical duties

**Responsible First Aider**

This post requires a valid HSE 1-day First Aid certification as minimum

**Uniform**

This post requires uniform (provided).

**Vehicle**

This post holder will be required to use BCP Council fleet vehicles. Regular tractor and trailer driving is required.

**PERSON SPECIFICATION**

#### Upton Country Park Estate Worker

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| **ATTRIBUTES** | **CRITERIA** |  | **ASSESSMENT** |
| EXPERIENCE | * Practical experience and skills of conservation * Working with a range of community groups and volunteers. * Leading a variety of volunteer activities, practical tasks and events. * Frontline service experience. * Knowledge of woodland, wetland and grassland management * Basic knowledge of horticulture | E  E  E  E  D  D | Application form  Interview  References |
| QUALIFICAITONS / TRAINING | * Certificate qualification (or equivalent) in conservation or related discipline. * Related training for chainsaw, brush-cutter, tractor & trailer, risk assessments – or willingness to undertake such training. * Related training for First Aid, Manual Handling and Health & Safety – or willingness to undertake such training. | E  E  E | Application form  Interview  References |
| APTITUDES & ABILITIES | * Must be physically fit and able to work outdoors in all weathers. * Ability to use related machinery (including tractor/trailer). * Ability to manage busy front line, customer focused workload. * Ability to adjust working priorities and manage day-to-day workload efficiently. * Flexible approach, with the ability to work as part of a small team. | E  E  E  E  E | Application form  Interview  References |
| KNOWLEDGE & SKILLS | * Practical knowledge of conservation, landscape and estate work. * Knowledge of health & safety at work & safe working practices. * Able to use Microsoft Office. * Literacy and numeracy skills. | E  E  E  E | Application form  Interview  References |
| ATTITUDE / MOTIVATION | 1. Supportive and motivating towards managers, staff & colleagues. 2. Self motivated and able to work on own initiative. 3. Friendly and approachable with strong commitment to customer care ensuring high levels of client satisfaction.  * Commitment to equality and diversity and offering fair access to all. | E  E  E  E | Application form  Interview  References |
| OTHER | 1. Full valid UK driving licence (with trailer permission). | E | Application form  Interview |

E = Essential D = Desirable