**BCP Council**

**JOB DESCRIPTION**

**SERVICE UNIT:**  **Commercial Operations**

**JOB TITLE: Apprentice Countryside Worker**

**LOCATION: Upton Country Park**

**POST REF:**

**GRADE: Apprentice**

**JE REF:**

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

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

* To assist with the maintenance of the estate including the management and development of the estate’s natural habitats
* To assist when required, with the maintenance of horticultural areas.
* To work closely with and at times lead our volunteer team
* To carry out general tasks to a high standard
* 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 develop knowledge and skills by fully participating in the management of the park and attending days at college, as specified by the college timetable.
* To attend Sparsholt College sessions at the time and location required

**Main Responsibilities:**

1. To assist with management and maintenance of the estates natural habitats and wildlife.
2. To assist when required with management of the horticultural areas,
3. Complete general estate maintenance tasks to a high standard
4. Assist with the maintenance and cleaning of tools and vehicles
5. Actively participate in the UCP rota to ensure and oversee the smooth daily running of Upton Country Park and House.
6. Respond to emergencies as appropriate.
7. Regularly attend college, as required by the course timetable.
8. Assist in the day-to-day operation of UCP facilities.
9. Assist with maintenance and inspection of the outdoor structures, play equipment, water features and other equipment/fixtures, carrying out daily/ weekly site checks as required.
10. Assist with patrols of 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.
11. Assist with volunteer involvement in site management.
12. Assist, as appropriate, with bookings, weddings, events and activities including the giving of practical demonstrations of estate skills, conducting guided walks/slide talks and assisting with educational activities.
13. To work towards the Council's vision, objectives and core values.
14. To undertake any other duties or necessary training as required and commensurate with the level of the post.
15. 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.

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

**Additional Information**

**Location**

This post is based at Upton Country Park

**Working Environment**

The post requires physical outdoor working in all weathers

**Working Hours**

The post holder is required to work a minimum of 37 hr/wk (including college time as appropriate) to include evenings, weekends and bank holidays as required as part of a 7-day, core hour duty rota.

**Lone Working**

This post requires occasional lone working.

**Manual Handling**

This post requires manual handling and practical duties

**Uniform**

This post requires uniform (provided).

**PERSON SPECIFICATION**

#### Upton Country Park Apprentice – Environmental Conservation

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| **ATTRIBUTES** | **CRITERIA** |  | **ASSESSMENT** |
| EXPERIENCE | * No formal experience is necessary; however a genuine interest in conservation is essential * A basic understanding of the countryside and conservation | E  D | Application form  Interview  References |
| QUALIFICAITONS / TRAINING | * Ability to meet the minimum requirements for the level 2 apprenticeship. * GCSE English Language and Maths at grade C or above. | E  D | College assessment |
| APTITUDES & ABILITIES | * Must be physically fit and able to work outdoors in all weathers. * Flexible approach, with the ability to work as part of a small team. * Willingness to work with members of the public and volunteers, including leading volunteer tasks and guided walks. | E  E  E | Application form  Interview  References |
| KNOWLEDGE & SKILLS | * Literacy and numeracy skills. | E | College assessment |
| ATTITUDE / MOTIVATION | * Commitment to equality and diversity and offering fair access to all. * Keen to learn and develop new skills. * Determination to complete a level 2 Countryside Worker apprenticeship | E  E  E | Application form  Interview  References |
| OTHER | 1. Able to meet the requirements of traveling to Sparsholt College and other areas for formal lessons | E | Application form  Interview |

E = Essential D = Desirable