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| **Job Description** | |
| **Post title** | Access Trainee |
| **JE Reference No** | N/A |
| **Grade** | £9.62 per hour (paid via a bursary) |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – North Pennines AONB Partnership |
| **Reporting to** | Access Officer in the Yorkshire Dales National Park |
| **Location** | Your normal place of work will be the Yorkshire Dales National Park Authority office in Hawes, with occasional work at the North Pennines AONB Partnership Office, Stanhope and the Bowlees Visitor Centre; you may also be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. There is a requirement to work outside of normal working hours as necessary. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

This is a fixed-term 1-year full-time trainee position for 37 hours per week funded by the National Lottery Heritage Fund. This position will undertake training opportunities with the Yorkshire Dales National Park Authority team, the North Pennines AONB Partnership and its partners to learn about access within protected landscapes, predominantly providing support to the ‘Tees-Swale - naturally connected’ programme.

This is an excellent opportunity to undertake training and gain knowledge and experience of the maintenance of the public rights of way network, other access routes, open access areas, and estate property. The successful individual will be operating in area and Park-wide team, and occasionally within wider project groups on various countryside management issues. The position will be primarily based from the Yorkshire Dales National Park Authority’s office in Hawes. The individual will need to be able to regularly travel to different offices and more generally within the area as required.

This is a self-employed one-year trainee position funded by the National Lottery. The successful candidates will be self-employed. Bursary payments equate to the hourly rate of the living wage determined by Durham County Council, however, as it is a training payment, there are no sickness or holiday payments and it is not taxable. Bursary payments will be made fortnightly in arrears on receipt of a timesheet and subject to satisfactory progress. If successful, you will need to register as self-employed and obtain appropriate public liability insurance.

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| **Duties and responsibilities** |

To develop skills to assist in the implementation and delivery of:

• practical maintenance and restoration tasks on Public Rights of Way predominantly in the project area, access routes and access areas under the guidance of the Area Rangers, Access Rangers and Project Rangers (Tees Swale, Access Officer and National Trails)

• the ‘Access to Uplands’ project. This project will enhance specific rights of way in the project area, through infrastructure works, and the production of published routes

• practical maintenance works to the Authority's agricultural, amenity property, its car parks and public toilets

• practical management and maintenance tasks within Authority-owned woodland

• rights of way, green lanes and other access and recreation surveys

• GIS mapping

• monitoring Green Lane usage

• practical tasks with the National Park’s Young Rangers

The practical aspects of the training will include:

• signposting, waymarking and maintenance of footpaths and bridleway surfaces

• construction and repair of footbridges, stiles, gates, fences and signs

• dry stone walling, laying cobbles, paved ways and concreting

• construction and repair of culverts, drain laying

• fencing, hedging, ditching and drainage maintenance

• tree planting, grass cutting and weed control

• use of powered tools and equipment including chainsaws (depending on age)

• caretaking, maintenance and cleaning of National Park property and car parks, picnic sites, other land holdings and litter clearance projects

• communicating with visitors, community groups and other visitors to the National Park

• assisting with organising, training and supervising volunteers

• adhering to all health and safety rules and regulations.

To develop skills to assist in the surveying and monitoring of:

• countryside furniture and condition of the Public Rights of Way network and access areas

• use and behaviour on the PROW network, Authority Property and Open Access land including use of Excel spreadsheets, data analysis and GIS mapping

• assisting the Area Rangers in various Countryside Management Projects

To undertake other training as required, as directed by the YDNPA Area Manager, Rangers and other staff working on the Tees-Swale programme.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | A minimum NVQ Level 2 (or equivalent) in a subject related to countryside work, nature conservation, land management, agriculture or ecology, or an expectation of being awarded by March 2021 | Outdoor First Aid certificate |
| Experience | Volunteering or work experience in countryside access  Working as part of a team  Confidently communicating with a wide range of people  Working outdoors  Working independently and managing own time | Volunteer management  A flexible approach to work patterns, sometimes in harsh weather  GIS use  Working with the public |
| Skills & Knowledge | Basic understanding of countryside access, land management, agriculture or nature conservation  Effective communication, verbally and in writing  Competent in Microsoft Office | Practical outdoor skills  Certificates in various related training courses, chainsaw, brush-cutter, plant use  Hillcraft, Map reading  Knowledge of protected landscapes |
| Personal Qualities | Interest in gaining skills to work in nature conservation, environmental issues, agriculture or rural issues  Ability to use own initiative  An organised approach to training and work  Reliable, confident and a self-starter  Flexible and adaptable to changing situations  A positive attitude and a willingness to learn  Willingness to work outside normal office hours on occasions  Access to a car or access to a means of mobility support to meet demands of the post (if driving must have a current valid driving licence and appropriate insurance) | A personal commitment to and interest in the Yorkshire Dales  An interest in and experience of protected landscapes  Trailing towing category on UK driving licence (B+E) |