

# Kyle & Lochalsh Community Trust

## JOB DESCRIPTION

<b>Job Title:</b>	Ranger	<b>Based:</b>	KLCT Office, Kyle
<b>Reports to:</b>	Trust Manager	<b>Hours:</b>	35 hours per week
<b>Salary:</b>	£26,000	<b>Contract:</b>	Until November 2023

Kyle & Lochalsh Community Trust (KLCT) was established in August 2012 and is committed to instigating and delivering social, economic and environmental regeneration projects and local services. We are fully focused on improving the quality of life for the residents of Lochalsh and the visitors to our spectacular location on the west coast of Scotland. We aim to achieve the sustainable regeneration of our community which, despite its magnificent geographic setting, has been identified as one of the most economically fragile in the Highlands.

We work to generate income through enterprise and the ownership of assets. As a not-for-profit organisation, all of our trading surpluses are reinvested in the community.

With support from the Scottish Land Fund, in 2019 we've taken ownership of an area of community parkland, called the Plock of Kyle, together with an adjacent old Skye Bridge ticket office. The Plock is an area of approximately 60 acres which is well loved by the community and is currently used to a limited extent by (dog) walkers and other nature lovers. It is the home of much exceptional habitat and wildlife including otters and orchids. In recent years parking, roads and a limited path network has been installed on site. A Ranger was employed for a year in 2015/2016, however since then, the management of the Plock has been undertaken by a small group of volunteers. In 2018 a detailed Masterplan for the development of the Plock and the Toll Office has been developed.

In 2019, Kyle of Lochalsh has been chosen by the Highland Green Health Partnership (HGHP) as one of 3 pilot sites in the Highlands to study social prescribing of green activities. Supported by the HGHP, its project's steering group for Kyle and KLCT's new project staff – Ranger and an Outdoor Learning Officer, the Plock will play an important role in the delivery of socially prescribed green activities. This will include a Community Shed work space at the Toll Office, where community craft workshops and a Men's Shed programme will run from.

We have now successfully secured 3 years long funding to improve the condition of the Plock and introduce a variety of conservation volunteering opportunities and activities that will connect people with the Plock, improve their health and well-being and help to learn new skills. This work will be carried out by a Ranger and an Outdoor Learning Officer, working as a team and supported by KLCT staff and volunteers.

This post is funded by the National Lottery Heritage Fund, National Lottery Community Fund, Highland Green Health Partnership and KLCT.

### Responsibilities

The role of the Ranger will include the following duties:

- Update the existing Management Plan for the Plock. The Plan will consider habitat management as well as show how maintenance and development of the land and amenities on the Plock will be undertaken to develop the amenity and heritage value of the parkland following improvements identified by the Masterplan.

- Implement the management plan and carry out any maintenance, vegetation management and further improvements to the landscape, habitats and path network.
- Monitor and record the delivery of the Management Plan. The post holder will also develop methods to monitor use of the Plock.
- Identify any health and safety hazards and work with KLCT and volunteers to make and keep the Plock safe for users.
- Support the Outdoor Learning Officer in delivering programmes of activities. This will include delivering green activities prescribed by the local Medical Practice to vulnerable people with mental and physical illnesses, working with residents, school groups, disabled people, unemployed people, local community, visitors, etc. The Ranger will help local people develop knowledge and skills and spark their interest in subjects of natural heritage.
- Provide necessary training and supervision to staff and volunteers to ensure safe working methods. Source external training arrangements if necessary.
- Act as a point of contact about any issues related to the management and maintenance of the Plock as well as conservation volunteering.
- Work with KLCT to build partnerships with other local organisations and agencies sharing an interest in the Plock, e.g. NTS, Forestry Commission, Eilean Ban Trust.
- Generate income for projects through fundraising activities and investigate and bid for external funding.
- Oversee the Community Shed project and, through that, identify practical projects that would help to improve the interpretation, attractiveness and accessibility of the Plock, including paths, signage, bird boxes, benches, sculptures, etc. Liaise with and oversee the tutors working at the Community Shed.
- Oversee the practical works at the Plock and liaise with stakeholders and contractors if necessary.
- Provide advice and on-the-ground inspections during construction phases of the proposed development works, e.g. site servicing, Visitor Services Hub, to avoid any detrimental and unexpected environmental impacts at the Plock.
- Work towards dissuading any anti-social behaviour at the site.
- Maintain tools and equipment.
- Carry out risk assessments.
- Work with KLCT to promote the Plock as a fantastic natural heritage and a place to visit, spend time at and learn about the wonders of nature. This could be by distribution of materials, posts on social media or website, blogs, talks, school visits, organising events and through other means.
- Monitor and evaluate project progress and provide regular updates to KLCT Board and funders.
- Monitor project budget with the support of a Finance & Administration Support worker and the Operations Manager.
- Oversee the development and regular reviews of any policies and practice codes relevant to KLCT's work and use of the Plock. Ensure that staff working at the Plock & volunteers adhere to them.
- Other tasks as required by KLCT.

The successful candidate will work closely with the KLCT team and submit monthly reports for Board meetings. This is a full-time post (35 hours per week), however KLCT will consider other working arrangements such as proposals to job share or operating flexible working to reflect the seasonality of the work. This role is on a fixed-term contract until November 2023 with a 3-month probationary contract during which time either party may terminate the contract on giving one week's notice.

# Kyle & Lochalsh Community Trust

PERSON SPECIFICATION		
Ranger		
Key Criteria	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>◆ A good standard of education to Highers Level</li> </ul>	<ul style="list-style-type: none"> <li>◆ Degree/vocational equivalent in Environmental Management and habitat conservation,</li> <li>◆ Clean driving licence</li> <li>◆ Valid First Aid certificate</li> <li>◆ Chain saw certificate.</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>◆ A record of working in the voluntary and/or community sector</li> <li>◆ At least 5 years of experience in a Ranger role or similar – paid and unpaid</li> <li>◆ Experience of working with, training and supervising volunteers</li> <li>◆ Experience of organising and delivering activities (educational, adventure, health &amp; well-being, practical skills)</li> <li>◆ Experience of remote working, utilising communication technologies and other practices in place of face to face communication</li> <li>◆ Experience of maintaining paths, creating ditches, managing invasive species and other manual works</li> <li>◆ Experience of visitor management</li> <li>◆ Experience of monitoring and working to budget</li> <li>◆ Experience of evaluating project progress and success</li> </ul>	<ul style="list-style-type: none"> <li>◆ Line management experience</li> <li>◆ Experience of working with young people</li> <li>◆ Experience of working with vulnerable people</li> <li>◆ Experience of leading guided walks, talks and educational visits</li> <li>◆ Experience of managing exhibitions and resource centres and talking to the public</li> <li>◆ Experience of dealing with anti-social behaviour</li> <li>◆ Experience of negotiating contracts with public providers</li> </ul>

<b>Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>◆ Able to establish and manage habitats</li> <li>◆ Able to identify species</li> <li>◆ Knowledge how to monitor and report on environmental change</li> <li>◆ Familiar with ways to encourage community involvement in projects</li> <li>◆ Excellent interpersonal skills</li> <li>◆ Excellent organisational skills</li> <li>◆ Very good presentational and written communication skills</li> <li>◆ Ability to prioritise work</li> <li>◆ Good organisational skills</li> <li>◆ Knowledge of Health &amp; Safety practices relevant to this post</li> <li>◆ The ability to successfully train volunteers so they can work in a safe, well-informed and useful manner.</li> <li>◆ Able to create policy documents and practice codes for working and volunteering outdoors</li> </ul>	<ul style="list-style-type: none"> <li>◆ Good with creating things from wood – for the Community Shed project</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>◆ Good general computer competence (Word, Excel, Web, email, PowerPoint)</li> <li>◆ Familiarity with using social media for professional purposes</li> <li>◆ Maintenance skills for machinery such as chainsaws and mowers</li> </ul>	<ul style="list-style-type: none"> <li>◆ Competent with changing information on Word Press websites</li> </ul>
<b>Job Circumstances</b>	<ul style="list-style-type: none"> <li>◆ Able to work at the Plock and the KLCT office</li> <li>◆ Comfortable working outdoors in all weathers</li> <li>◆ Health and safety conscious</li> <li>◆ Strong motivation and enthusiasm for the post and the role</li> <li>◆ Fit and active as the job might be physically demanding</li> <li>◆ Able to work some evening and weekend work</li> <li>◆ Able to travel to schools and other stakeholders to promote the Plock, develop partnerships, etc.</li> <li>◆ Comfortable using Personal Protective Equipment</li> <li>◆ Able to pass extended disclosure check</li> </ul>	<ul style="list-style-type: none"> <li>◆ Early start date</li> <li>◆ Access to a car</li> <li>◆ Able to attend occasional meetings and skills and learning sessions within Scotland</li> </ul>