



Job Description

Land Manager / Ranger

Job Purpose: To provide a proactive approach to managing CBLC's 70 acres of land within Chippenham, ensuring it is maintained safely and to enhance the benefits for the local community and the environment. You will identify risks and opportunities around land management, undertake regular maintenance and conservation tasks and coordinate activities with volunteers, contractors and other stakeholders.

Reports to: CEO

Direct Reports: None

Main Duties:

1) Land planning & management

- Produce and manage a plan of work (use, preservation, development) for the "Borough Lands" (*Westmead Open Space, Westmead Playing Field, Mortimores Wood and Baydons Meadow*).
- In conjunction with the CEO, produce a Strategic Plan for the use, preservation and development of the Borough Lands, highlighting key risks and opportunities.
- Work with all stakeholders to maintain, raise issues, arrange necessary permissions regarding management, maintenance, planning including: Chippenham Town Council, Wiltshire Council, Baydons Meadow Group, Mortimores Wood Volunteers, Lackham College, Wiltshire Wildlife Trust, Wessex Water, Environmental Services, contractors, and adjoining land owners.
- Provide management briefs/option papers and reports to Trustee Board on the management of the Borough Lands.
- Monitor and review expenditure and assist in preparing the maintenance budget.
- Help plan and cost all future projects in the development and growth of the Borough Lands.
- Actively seek opportunities to acquire external funds to help manage the Borough Lands e.g., identify and assist with writing potential grants for CBLC to apply for relating to habitat, site/recreational management, wellbeing etc.
- Prepare briefs for related works, appoint and oversee/supervise contractors as necessary.
- Provide information about, and enforce regulations such as those concerning environmental protection, resource utilisation and accident prevention.
- Maintain and oversee Health and Safety issues and identify/manage risks/issues.

2) Maintenance

- Day to day management of Westmead Open Space
- General warden duties - patrolling land, talking to and helping users.
- Responding to and reporting incidents (e.g. vandalism, fires, fly tipping, wildlife crime etc) and issues raised by neighbours/visitors to the sites.
- Liaising with recreational user groups of woods permissions, supervision of events,



visits.

- Glade management – grass cut and removal, fell/clear encroaching trees (in liaison with Lackham College Garden team)
- Creation and maintenance of woodland infrastructure (paths, steps, bridges, gates, fences etc.)
- Set up and maintain inventory of these features on the land.
- Regular checks to ensure respective areas are safe to use.
- Plan and oversee any major repair/upgrading work.
- Maintain/arrange for servicing/repair all tools, safety equipment, vehicle etc.
- Surveying and monitoring (e.g., trees, plants, insects, wildlife etc.)

3) Volunteer Coordination

- Coordinate volunteer groups enabling the local community to engage in and help deliver site management tasks (e.g., tree planting, bramble clearing, invasive species removal etc).
- Liaise with Mortimores Wood Volunteer Group and Baydons Meadow Wildlife Group.
- Help to recruit new volunteers across Borough Lands.
- Train or arrange for volunteers to receive appropriate training in necessary skills for tasks. Lead and where necessary, supervise other volunteers (e.g., single day company volunteers).

4) Community Development

- Liaise with other appropriate bodies in devising projects to enhance and conserve wildlife and the natural environment.
- Develop community/wildlife-based projects.
- Devise and implement an annual programme of guided walks, events, talks and educational materials to the public and schools which foster an understanding of the value of the Borough Lands and healthy and active lifestyles within Chippenham.
- Help with creation, installation, and maintenance of new signage.

Note: No job description can cover every issue which may arise within the post at various times and the Land Manager/Range is expected to carry out other duties from time to time which are broadly consistent with those in this document.

Key Success Factors

- A planned approach to land management which enhances its community and environmental benefits and complies with health and safety requirements.
- Positive feedback from individuals and community groups who use our sites.
- Increased community use and awareness of the Borough Lands and their resources.
- Positive visitor experiences through improved access, maintenance, signage and liaison with individuals/groups during their visits.
- Reduction in issues/complaints relating to land management issues.
- Volunteers, community groups and other stakeholders are engaged and contribute cohesively to our work.



Person Specification

Land Manager / Ranger

Knowledge, Training and Qualifications

Essential

- Good numeracy skills shown by a good pass at GCSE (or equivalent)
- Good English language skills shown by a good pass at GCSE (or equivalent)
- An understanding of Health and Safety requirements

Desirable

- Qualification in land management, conservation or related field

Skills and Experience

Essential

- Land management experience, preferably in a community setting.
- Project planning and coordination skills
- Maintenance skills, including ability to use a variety of tools and equipment safely
- Experience in coordinating volunteers (or where you do not have this experience, some experience in supporting work placements, community activities or similar).
- Highly organised with ability to multitask and prioritise
- Ability to present information concisely in a variety of forms – reports, tables
- Computer literate with basic knowledge of MS Word and Excel
- Ability to form effective working relationships with a wide range of stakeholders
- Confident communicator, comfortable talking to groups.
- Ability to work independently.

Desirable

- Experience managing a budget.
- Experience delivering training and/or talks.

Motivation, Behaviour and Attitude

Essential

- Positive approach to diversity and inclusion
- Proactive and self-motivated
- Takes pride in delivering exceptional customer service to our user groups.
- Happy working outdoors in all weathers.
- Passion for conservation and environmental stewardship.

Circumstances

Essential

- Able to attend occasional meetings outside of usual working hours.
- Physical fitness