

JOB DESCRIPTION

Section: Children and Young Peoples Services
Post: Lead Nature Ranger
Reporting to: Children and Family Services Manager
Salary: SCP 18 – 25 (£10.73 - £13.46p/hr)

PURPOSE: The post-holder, will co-ordinate the Green Influencer project along with other environmental and nature focussed projects, its staff, volunteers, partner agencies and contractors. The co-ordinator will lead and develop youth engagement for the project ensuring that a high-quality service is delivered to young people and that the project works alongside and compliments the charities youth offer. The post holder will develop innovative opportunities for young people, lead on achieving all targets attached to project and effectively monitor and manage budgets.

PRINCIPLE ACCOUNTABILITIES

1. To engage and consult partners, children, young people and local residents to identify and analyse needs in order to plan, implement and evaluate learning and development opportunities within the scope of the environmental and nature projects.
2. To co-ordinate the partnerships, projects and events which respond to need and fit within the guidelines of Green Influencer Project.
3. To co-ordinate the delivery of all Green Influencer activity, working closely with other Lead Workers, schools and partners to deploy staff as appropriate
4. To develop opportunities within, alongside and beyond the Green Influencer Project for children and young people to volunteer, mentor, become involved in youth and social enterprise and contribute to the regeneration of their local community
5. To lead, develop and support staff and volunteers to engage effectively with children, young people and local residents
6. To provide line-management to a team of staff, volunteers and students on placement including but not limited to provision of quality team briefings, one to one and group supervision, performance appraisals and support for professional development and progression.
7. To be responsible for assisting with performance management processes through contributing to staff and team performance reviews and collection and submission of appropriate management information

8. To ensure that all activity is recorded appropriately in line with Information Governance standards using the charity's data collection systems and external funders data collection systems. To use this data to produce accurate and timely reports for internal purposes and for funders.
9. To promote and develop the active involvement of children and young people in the design, delivery and evaluation of services to meet their needs
10. To work with colleagues from a range of services and local people to contribute towards achieving Child Dynamix objectives and priorities
11. To work within the charity's policies and procedures to secure effective and safe provision for children and young people.
12. To ensure budgets are maintained and income generation is maximised
13. To work alongside existing partners across Europe, organising and hosting transnational visits for staff and young people.

GENERAL:

1. The main duties/responsibilities are not exhaustive and may vary without changing the character of the job or the level of responsibility
2. The role will involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be always maintained
3. The post holder must be flexible to ensure the operational needs of Child Dynamix are met. This includes undertaking duties of a similar nature and responsibility as and when required across the various workplaces of Child Dynamix
4. Equal Opportunities – Child Dynamix Company Limited is fully committed to the active promotion of equal opportunities as an employer and in the provision of all its services. It is the responsibility of every member of staff to ensure the practical application of this policy
5. Health & Safety – The Health & Safety at Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees, volunteers and students in accordance with current legislation and the Child Dynamix Company Limited Health and Safety Policy

Environmental commitment – Child Dynamix is committed to establishing and maintaining high standards of environmental protection and undertakes to be a responsible steward/guardian/protector of the environment. All team members are jointly responsible for minimising any adverse impacts on the Child Dynamix operations on the environment and wherever feasible, must use resources to meet today's need in a manner which does not

adversely affect the environment or compromise the ability to meet the needs of future generations.

Health & Safety - responsible for ensuring the safety of clients, staff and self in accordance with the Health & Safety Policy and Procedures of the charity and current legislation

Customer Care - responsible for fielding customer issues and ensuring that they are dealt with in accordance with the customer care systems and policies

Equal Opportunities - responsible for ensuring that all customers, clients and staff are treated in accordance with the policies and procedures of the charity.

PERSON SPECIFICATION

SECTION: Children and Young Peoples Services

JOB TITLE: Lead Nature Ranger

SALARY: SCP 18 - 25

	Lower	Median	Upper	How Identified
Relevant Experience	<p>2 years' experience of leading and managing in a youth work setting</p> <p>Work in partnership within youth work settings</p> <p>Knowledge in environmental and/or conservation issues</p> <p>Engage with and develop volunteers</p> <p>Involving children and young people in service design, delivery and evaluation</p> <p>Able to monitor and evaluate the quality and impact of service delivery and make changes to the work where necessary</p>	<p>3 years' experience of leading and managing in a range of youth work settings, including hard to reach/at risk young people</p> <p>Co-ordinating the delivery of a project</p> <p>Facilitate partnerships within youth work settings</p> <p>Knowledge in environmental and/or conservation issues</p> <p>Engage with and develop volunteers within a youth work setting</p> <p>Involving children and young people in service design and delivery</p> <p>Able to monitor and evaluate the quality and impact of service delivery and make changes to the work where necessary</p> <p>Able to manage budgets</p> <p>Experience of writing or contributing to successful funding bids</p>	<p>Substantial experience of leading and managing in a range of youth work settings, including hard to reach/at risk young people</p> <p>Co-ordinate the delivery of a city wide project</p> <p>Lead and develop partnerships within youth and community settings</p> <p>Knowledge in environmental and/or conservation issues</p> <p>Engage, develop and enable volunteers to progress within a youth and community setting</p> <p>Involving children and young people in service design and delivery</p> <p>Able to monitor and evaluate the quality and impact of service delivery and make changes to the work where necessary</p> <p>Experience of writing successful funding bids</p>	<p>Application form, References, Interview</p>

Qualifications	Professional qualification in youth and community work or related discipline at level 4 or above Commitment to continuous professional development Relevant qualifications in English and Maths Completed training in Safeguarding Health and safety Manual Handling Fire Warden First aid (Outdoor) Risk assessment Willing to undertake training in Restorative practice	BA Youth and Community Work or equivalent Commitment to continuous professional development Relevant qualifications in English and Maths Completed training in Safeguarding Health and safety Manual Handling Fire Warden First aid (Outdoor) Risk assessment Restorative practice	BA Youth and Community Work or equivalent Commitment to continuous professional development Relevant qualifications in English and Maths Completed training in Safeguarding Health and safety Manual Handling Fire Warden First aid (Outdoor) Risk assessment Restorative practice	Application and at Interview with a request for certificates.
Special Knowledge	Good level of IT skills demonstrable ability to use all basic packages including Outlook, word, excel, and databases. Knowledge of policies and procedures (Child Protection, Equal opportunities & Health & Safety) Knowledge of Behaviour Management. Knowledge of integrated working Knowledge of engaging children, young people and adults in youth and community work and the benefits to them	Good level of IT skills demonstrable ability to use all basic packages including Outlook, word, excel, and databases. Knowledge of policies and procedures (Child Protection, Equal opportunities & Health & Safety) Knowledge of Behaviour Management. Knowledge of integrated working Knowledge of engaging children, young people and adults in youth and community work and the benefits to them being	Good level of IT skills demonstrable ability to use all basic packages including Outlook, word, excel, and databases. Knowledge of policies and procedures (Child Protection, Equal opportunities & Health & Safety) Knowledge of Behaviour Management. Knowledge of integrated working Knowledge of engaging children, young people and adults in youth and community work and the benefits to them	Application form and interview with a request for certificates. References

	being involved. Knowledge of environmental issues and conservation locally and nationally	involved. Knowledge of environmental issues and conservation locally and nationally	being involved. Knowledge of environmental issues and conservation locally and nationally	
Interpersonal Social & Communication skills	Ability to work in partnership with young people and the local community maintaining and developing relationships. Ability to present information in a clear and coherent way. Ability to adapt information appropriately to differing abilities. Ability to use own initiative and work as part of a team. To be honest, approachable, warm and friendly.	Ability to work in partnership with young people and the local community maintaining and developing relationships Ability to present information in a clear and coherent way. Ability to adapt information appropriately to differing abilities. Ability to use own initiative and work as part of a team. To be honest, approachable, warm and friendly.	Ability to work in partnership with young people and the local community maintaining and developing relationships Ability to present information in a clear and coherent way. Ability to adapt information appropriately to differing abilities. Ability to use own initiative and work as part of a team. To be honest, approachable, warm and friendly.	Application form and interview with a request for certificates. References

This Job Description and Person Specification conveys a full and accurate description of the job:

Confirmed By: Lisa Darnell Head of Finance & HR

Accepted By: (Print Name): Amanda Liversedge _____ Post Holder

Signature of Post Holder: _____

Date: _____7th September 2021 _____

Child Dynamix is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.