

JOB DESCRIPTION



1. IDENTIFICATION OF JOB

JOB TITLE -	Site Ranger - Treraven
RESPONSIBLE TO -	Gaia Trust Director
RESPONSIBLE FOR -	Management of Treraven Farm on behalf of the Gaia Trust
JOB STATUS -	Employee of the Trust but we would be happy to consider a self-employed role if circumstances are appropriate

2. OVERALL PURPOSE OF JOB

Overall coordination of Gaia activity at the Treraven Site in accordance with the site's Management Objectives and Gaia's Strategy

3. HOURS, PAY AND PENSION

- 700 hours/year averaging out to 14 hours/week
- Pay rate £10/hour minimum depending on skills and experience
- Pension eligibility dependent on the agreed job status

4. MAIN RESPONSIBILITIES

Responsibility	% of time
<p>a) Co-ordinate, monitor and facilitate countryside management <u>volunteering tasks at the site, including:</u></p> <ul style="list-style-type: none"> • Identifying, developing and actively promoting the volunteering opportunities available, and working with partners to do so • With partners, building a sustainable group of volunteers and a programme of on-site activities, including monthly practical working parties. • Maintaining a volunteer database and monitoring activity 	35%
<p>b) Co-ordinate, monitor, deliver and facilitate <u>community engagement and education events at the site particularly</u></p> <ul style="list-style-type: none"> • Identifying, developing, actively promoting and where appropriate, delivering the community engagement and education opportunities available, and working with partners to do so • Ensuring activities are sufficient to meet the community engagement prescriptions within the Trusts Higher Level Stewardship Agreement for the site • Maintaining an activity and partnership database and monitoring activity 	35%

<p>c) Countryside Stewardship monitoring and reporting, liaison with tenant(s), dealing with day-to-day issues reactively and proactively</p> <ul style="list-style-type: none"> • Monitoring the delivery of the Trust’s HLS/ELS Environmental Stewardship agreement at Treraven Farm, identifying potential problems or conservation issues. • Checking that the site remains safe for public access, dealing with problems and hazards where possible or reporting them to AV for further action. • Facilitating improved infrastructure through new woodland paths, easier access, better signs etc. 	<p>20%</p>
<p>d) Partnership building and generally generating public support and local profile for the site</p> <ul style="list-style-type: none"> • Identify opportunities for schools, health groups and others working with disadvantaged adults locally to use Treraven Farm’s facilities, • Develop relationships with local organisations to offer work experience and therapeutic activities for vulnerable adults; especially those with mental health issues or learning disabilities. • Build up local contacts and assist the Director in developing a ‘friends of Treraven’ Group • Identify opportunities for raising the Trust’s profile locally 	<p>5%</p>
<p>e) Reporting to Trustees, invoicing and training</p>	<p>5%</p>