



## Buckfastleigh Town Council

### Town Ranger

### Job Description

<b>Job Title</b>	<b>Buckfastleigh Town Council Town Ranger (permanent part-time position)</b>
<b>Hours of Work</b>	<b>520 hours per year (approx. 10 hours per week) including occasional weekend and evening work with some flexibility</b>
<b>Grade</b>	<b>£8.26 per hour subject to an annual review</b>
<b>Responsible to</b>	<b>The Town Clerk</b>
<b>Purpose of the role</b>	<p><b>The Town Council would like to see the places and spaces in our parish maintained to a high standard and to give the community a sense of pride and ownership.</b></p> <p><b>We would like visitors to Buckfastleigh to generate consistent and positive responses.</b></p> <p><b>We are looking for someone to share this vision and take pride in the town and their work with dedication and enthusiasm.</b></p>
<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>• <b>To provide a visible, flexible, approachable and friendly service within the parish of Buckfastleigh and Buckfast and act as an ambassador to the town and Council</b></li> <li>• <b>To carry out minor maintenance and improvement work to Town Council and public owned property which complements the responsibilities of Devon County Council, Teignbridge District Council and Dartmoor National Park Authority</b></li> <li>• <b>To foster a good working relationship with other statutory authorities. Identify and report issues to statutory bodies, as and when required which are not within the remit of the Town Council and to monitor their response</b></li> <li>• <b>To identify and report issues to the Town Clerk which are the responsibility of the Town Council</b></li> <li>• <b>As a member of the Volunteer Emergency Response Team you will be responsible for the emergency equipment store and the distribution of this in the event of an emergency such as a flood</b></li> <li>• <b>Work with community and volunteer groups to undertake practical activities, offering support, supervision, training</b></li> </ul>

	<p><b>and encouragement such as a community litter pick or bulb planting day</b></p> <ul style="list-style-type: none"> <li>• <b>Assist with community events which may include occasional weekend work</b></li> <li>• <b>Build good working relationships with local businesses and organisations</b></li> <li>• <b>Adhere to Health and Safety legislation, Council policies and risk assessments</b></li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• <b>Training will be provided as and when required</b></li> </ul>
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• <b>Please note that suitable PPE will be supplied and must be worn when on duty.</b></li> <li>• <b>Work will be mostly outdoors, in all seasons and will include basic repairs and redecoration of Town Council owned assets and gardening</b></li> <li>• <b>Task risk assessments must be undertaken to ensure safe and sensible working practices and the post-holder will have personal responsibility for safety in accordance with Health and Safety legislation and Council policies</b></li> <li>• <b>A full driving licence is required with the use of own vehicle. A casual mileage allowance will be paid at 45p per mile</b></li> </ul>