

Job description

Job title: Area Warden

Grade: Grade 7/BAR/8

Job evaluation reference: ES503a/b

Job family: Natural Environment

Purpose and impact

This role is dedicated to fostering a deeper appreciation and responsible enjoyment of heathland, countryside, and coastal sites, ensuring they remain accessible and valued by all visitors. By increasing awareness of environmental issues and engaging local communities, the role supports long-term conservation efforts, including voluntary warden schemes. It also plays a key part in protecting these landscapes from damage caused by inappropriate behaviour, ensuring effective monitoring and promoting positive visitor interactions. Working closely with partners, the role enhances recreational opportunities and strengthens public perception of these vital natural spaces.

Key responsibilities

1. Working in close cooperation with the wardens/rangers from organisations, co-ordinate patrolling of heathland, countryside and coastal sites and alternative greenspaces in designated area.
2. To provide appropriate accurate advice and information to site users and targeted groups to avoid damaging activities.
3. To provide digital communications to raise awareness of responsible access to nature.

Grade 7 – Level 1 Area Warden:

4. To assist Dorset and Wiltshire Fire and Rescue (DWFRS) in the event of wildfires as appropriate.
5. To liaise with site owners/managers, Dorset Police, DWFRS and other organisations as appropriate.
6. To compile reports on incidents and record events on appropriate computer database systems, ensuring all such records for their area are kept up to date.
7. To collect information on the sites, their use and misuse.
8. To assist with the monitoring of effects of site use before and after funded partner projects and misuse including habitat recording and other monitoring activities (e.g. the taking of photographs).
9. To assist with site maintenance as appropriate.
10. To organise and lead a programme of community events and activities and assist with formal educational activities, on and off site.
11. To work with and encourage volunteer warden schemes in conjunction with site owners/managers. Supervision and responsibility for health and safety of volunteers.
12. To undertake such other duties as may be required from time to time commensurate with the level of the post and in line with the requirements of the partnership.
13. To comply with all decisions, policies and standing orders of the Council and any relevant statutory duties, including Equal Opportunities legislation, the Health and Safety at Work Act, the Data Protection Act and Equality Act 2010.



Job description

Grade 8 – Level 2 Area Warden (in addition to Level 1):

Progression from Level 1 to Level 2 will be subject to the postholder demonstrating the appropriate level of competence in accordance with the Level 2 requirements shown below, and in addition to this, a vacant, approved position must be available within the team.

14. Working in partnership with internal and external organisations, co-ordinating patrolling and events programme on heathland, countryside and coastal sites and alternative greenspaces in designated area.
15. To provide appropriate, specific and accurate advice and information to site users, organisations and targeted groups or businesses to avoid damaging activities.
16. To lead on digital communications to raise awareness of responsible access to nature.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Responsibility for: Supervision and training of seasonal and casual wardens, volunteers, trainees and student placements

Other factors

17. Mobile phone.
18. Project vehicle (jointly).
19. Keys to various sites and offices.
20. Protective clothing.
21. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
22. Outdoor working in all weather.
23. Shared desk space at warden base.
24. There is a significant element of lone working occasionally in potentially confrontational situations.
25. Regular driving including off road with trailers.
26. Practical estate management as necessary.
27. Exposure to a number of biohazards for example Weil's and Lyme's disease.
28. Highly flexible working hours, on a rota basis, with weekend, bank holiday and early/late working.
29. A Basic DBS check is required.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Qualification in ecology, countryside management or a related discipline or experience in a similar role	Application form
2. Level 2 post holder: Qualification in ecology, countryside management or a related discipline at degree level or above and/or significant experience in a similar role	Application form
Experience	
3. Experience in countryside management, access or nature conservation	Application form
4. Experience of dealing with people of all ages	Application form
5. Level 2 post holder: Significant experience in countryside management, access, nature conservation and/or engagement and partnership working	Application form
Knowledge, skills and abilities	
6. Countryside access and rights of way	Interview Assessment
7. Nature conservation issues	Interview Assessment
8. Excellent communication skills	Interview Assessment
9. Good computer skills	Interview Assessment
10. Content creation including video editing, campaigns for digital platforms (social media)	Interview Assessment
11. Posting to social media organisation platforms	Interview Assessment
12. Level 2 post holder: Countryside management, access, nature conservation and/or engagement and partnership working	Interview Assessment
13. Level 2 post holder: Leading on content creation and posting including video editing, campaigns for digital platforms (social media)	Interview Assessment
Our values	
14. Respect	Interview Assessment
15. Together	Interview Assessment
16. Accountability	Interview Assessment
17. Openness	Interview Assessment
18. Curiosity	Interview Assessment



Other	
19. Commitment to nature conservation	Interview Assessment
20. Commitment to partnership working	Interview Assessment
21. Ability to fulfil the travel requirements of the post	Application form
22. Regular evening and weekend work	Application form
23. Willing to tow the project's exhibition trailer for which training will be given	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
24. First Aid	Application form
25. Level 2 post holder: First Aid outdoors	Application form
26. Level 2 post holder: Digital design competency on Canva	Application form
27. Level 2 post holder: Social media training	Application form
Experience	
28. Partnership working	Application form
29. Experience of managing staff and/or volunteers	Application form
30. Organising events and activities	Application form
31. Stock checking (only for particular roles, see context statement)	Application form
32. Promoting community participation	Application form
33. Working with young people	Application form
34. Experience of conflict resolution	Application form
Knowledge, skills and abilities	
35. Heathland, Countryside or Coastal wildlife knowledge	Interview Assessment
36. Conservation grazing (only for particular roles, see context statement)	Interview Assessment
37. Heathland, Countryside or Coastal history (only for particular roles, see context statement)	Interview Assessment
38. Able to work on own initiative	Interview Assessment
39. At ease with cattle and ponies (only for particular roles, see context statement)	Interview Assessment
40. Team working	Interview Assessment



41. Conflict resolution	Interview Assessment
42. Survey and mapping including GIS	Interview Assessment

Approval

Manager's job title:
Date: February 2025

