

Lead Ranger Natural Alternatives Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hello,

Thank you for your interest in the Lead Ranger role with Natural Alternatives, the part of Green Sefton's team that works with clients with additional needs at Sefton Council.

This is an exciting time to join us as we continue to strengthen our services and deliver high-quality outcomes for our residents, communities, and partners.

The role is an important part of our team, contributing to improving service quality, delivering frontline support and ensuring compliance. We're looking for someone who shares our commitment to flourishing in a challenging but rewarding environment.

We look forward to receiving your application.

John Dempsey
Principal Engagement Officer,

Green Sefton



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also



achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression,

strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:



- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.



Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

Sefton Council's Green Sefton Service is recruiting for a Lead Ranger to join our Natural Alternatives team. Natural Alternatives is an inclusion programme working with adults and young people with additional needs. Participants work alongside Green Sefton's teams, helping to deliver our programmes of community engagement, land management and nature conservation.

As part of a small dedicated team, the successful applicant will play a key role in working with the community and clients with additional needs, covering the parks, coast and other greenspaces across the Borough to help promote, enhance and conserve our landscape.

You will actively engage with Sefton's communities to help manage and develop Green Sefton's green spaces including parks and coastal sites. You should have excellent communication skills, be enthusiastic ambassadors for the Service and enjoy working with people of all ages and backgrounds, **specifically those with additional ne**

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.



Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.



- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is April 10th 2026.

Provisional interview dates are scheduled for week commencing April 20th 2026.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

Department: Green Sefton

Location: Boroughwide / Botanic Gardens

Team: Community and Resource Team

Post No. 24378

Post: Lead Ranger Community (Inclusion Programmes) **JE No.** A4309

Grade: G

Responsible to: Engagement Officer

Responsible for: Clients with additional needs within Natural Alternatives.

Job Purpose:

To support clients with additional needs as a key part of the Natural Alternatives team within Green Sefton working with individuals, volunteers, community groups, hard to reach groups, those with specialist needs and requirements and other stakeholders to consult and involve them with plans, events and activities, and programmes of practical works that the service is leading or supporting. To undertake this in conjunction with colleagues in Locality Hubs, and other partners who operate in a similar community environment.

Specifically to lead on the delivery of the Natural Alternatives Inclusion Programme.

To work with partners whose work relates to land management – both to improve the asset managed, increase its use, encourage positive behaviour, discourage antisocial behaviour etc

To act as an ambassador for Green Sefton and Sefton Council.

**Main Duties and Responsibilities:**

The postholder will be required to:

1. Assist in leading work projects on the community while supporting individual clients, and other Green Sefton stakeholders, involving them with plans, events and activities, and programmes of practical works being undertaken and promoted by the service.
2. Assist in the management and development of the use of Green Sefton assets with a particular focus on engagement with, clients with specialised needs, and volunteers from a variety of backgrounds, including inclusion programmes.
3. Be responsible for managing and developing inclusion programmes as 'Natural Alternatives', including promoting the programme to feeder schools / individuals, contributing to forward planning, developing and assessing appropriate training and practical activities for adults and children with additional needs.
4. Maintain relationships with stakeholders including social workers, parents and guardians.
5. Plan for and undertake practical works on site, as well as educational and diversionary events and activities, with volunteers and apprentices, hard to reach groups, and those with specialised needs etc in support of Green Sefton objectives – including reducing anti-social behaviour and vandalism, and educating about nature conservation and green infrastructure issues such as dog control and litter.
6. Assist with programmes that are concerned with community pride, for example Britain in Bloom and civic pride promotions.
7. Ensure that you, reporting staff and volunteers, people with specialised needs and apprentices etc undertaking tasks in your work area are organised, aware of maintenance specified quality and performance standards. Support with maintenance duties, examples would include litter picking, emptying bins, sand clearance, use pedestrian and hand held machinery, and potentially driving tractors and ride on machinery.
8. Ensure that you, reporting staff and clients, people with specialised needs and apprentices etc undertaking tasks assigned to you adhere to safe working practices, risk assessments and Health & Safety procedures, having due regard to the safety of the public. Take responsibility for the upkeep of the Health & Safety Operating system(s).
9. Ensure that teams undertaking work in your work area are completing work records, inspection sheets and that procedural documentation is adhered to and filed.



10. Ensure that teams undertaking tasks in your work area use and maintain machinery, tools and equipment correctly and that allocated/assigned assets are maintained to the specified standards.
11. Ensure that you, reporting staff and volunteers, people with specialised needs and apprentices etc. take responsibility for the security of vehicles, machinery, equipment, tools and buildings.
12. Responsibility to ensure basic on the job training with your community volunteers, partners and user groups is planned and organised; and that you are able to ensure specified quality standards achieved and team/individual development is recorded.
13. Supervise reporting staff, volunteers and programme participants. liaise with social workers, parents, including writing client reviews to support their personal development
14. Ensure that you, reporting staff and volunteers, people with specialised needs and apprentices etc undertaking work in your work area are completing work records, inspection sheets and that procedural documentation is adhered to and filed, including keeping up to date contact details in line with GDPR.
15. Assist in the management of revenue and capital budgets. Ensure suitable systems in place to deal with invoicing service users and follow procurement procedures.
16. Contribute to the delivery of a service plan for the team and Green Sefton, which will be managed through a performance framework
17. Undertake compliance activity ranging from advising members of the public through to enforcement action.
18. Be responsible for safeguarding with respect to vulnerable clients / participants. The spectrum of special needs individuals includes:
 - Autistic Spectrum Condition – ASC
 - Learning Difficulties – LD
 - Severe Learning Difficulties – SLD
 - Specific Learning Difficulties – SLD
 - Downs Syndrome – DS
 - Selective Mute – SM
 - Cerebral Palsy – CP
 - Aspergers Syndrome – AS
 - Undiagnosed Clients - U
 - Mental Health – MH



Appendix A – Job Description and Person Specification

Post: Lead Ranger (Inclusion Programmes)

Post No. 24378

Department: Green Sefton

Team: Community & Resource

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<p><u>QUALIFICATIONS/TRAINING</u></p> <p>Degree in relevant discipline</p> <p>NVQ Level 3 Certificate or Diploma in a relevant subject (environmental conservation, coastal management, horticulture, forestry and arboriculture, green keeping, groundsmanship or equivalent).</p> <p>A suitable qualification for the management of health and safety of volunteers, people with specialised needs and apprentices etc.</p> <p>Training and development led body assessor qualifications.</p> <p>Certification in maintenance machinery/equipment operations. Examples would be: Strimmer/Brushcutter, Hedge-trimmer, Pedestrian Mower, Blower, PA1 & PA6 in the Safe Use and Application of Pesticides, Ride-on Mower, Chipper Operation.</p> <p>Trailer Licence.</p>	<p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>AF/C</p> <p>AF/C</p> <p>AF/C</p> <p>AF/C</p> <p>AF/C</p> <p>AF/C</p>



<p>Tractor driving/loader operation and the Safe use of Mounted Mowers.</p> <p>Minibus Driving Certificate</p>	<p>D</p> <p>E</p>	<p>AF/C</p> <p>AF/C</p>
<p><u>EXPERIENCE</u></p> <p>Experience of working with / producing programme of activities for adults and/or children with special educational needs / additional needs.</p> <p>Experience of leading Community volunteers, user groups and partners, working in a relevant area such as, environmental conservation, horticulture, forestry & arboriculture, greenkeeping, groundsmanship or other land/estate maintenance operations.</p> <p>Experience of educating people of all ages and abilities about green infrastructure issues, via a variety of methods including making presentations, preparing leaflets and other materials, and arranging events and activities.</p> <p>Experience of training work placements, people with specialised needs, and others in an environmental / green infrastructure setting.</p> <p>Experience of working within a Local Authority environment.</p> <p>Experience of being accountable for small expenditures from an agreed budget.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><u>SKILLS/KNOWLEDGE/APTITUDES</u></p> <p>Practical skills and theoretical knowledge across relevant areas of environmental conservation, coastal management, horticulture, forestry and arboriculture or estate management.</p>	<p>E</p>	<p>AF/I</p>



<p>Ability to work with / supervise a diverse range of service users, especially those with specialised needs, community volunteers and partners.</p>	<p>E</p>	<p>AF/I</p>
<p>Good Literacy and numeracy skills.</p>	<p>E</p>	<p>AF/I</p>
<p>Knowledge of the procedures and systems of work for a range of operational tasks using associated machinery, tools and equipment.</p>	<p>E</p>	<p>AF/I</p>
<p>Ability to communicate orally or in writing to inform the public, community volunteers, user groups, partners and other members of staff of any issues relating to site maintenance. Ability to use tact when dealing with potentially difficult subjects.</p>	<p>E</p>	<p>AF/I</p>
<p>Ability to use judgement and creative skills where there is a need to interpret information or situations and solve varied problems or develop solutions or plans .</p>	<p>E</p>	<p>AF/I</p>
<p>Exercise training or motivational skills in relation to the development community volunteers, user groups and partners.</p>	<p>E</p>	<p>AF/I</p>
<p>Ability to work from instructions and work programmes and direct a team or community volunteers but making minor decisions involving the use of initiative. Reporting progress or problems to a supervisor or manager. Able to work without direct supervision.</p>	<p>E</p>	<p>AF/I</p>
<p><u>SPECIAL REQUIREMENTS</u></p>		
<p>Potential for periods of considerable physical effort (for example, regular lifting or carrying, pushing or pulling items of moderate weight, rubbing or scrubbing, or working in awkward positions).</p>	<p>E</p>	<p>AF/I</p>
<p>Potential for periods of considerable exposure to disagreeable, unpleasant or</p>		



hazardous environmental working conditions or people related behaviour including clients with behavioural conditions.	E	AF/I
Full clean Driving Licence.	E	AF/C

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Green Sefton Principal Engagement Officer

Date: March 2026

AF = Application Form

C = Certificate

I = Interview

T = Test

P = Presentation

