

LEAD RANGER COAST & COUNTRYSIDE Applicant Recruitment Pack



Welcome

Hi,

We would like to thank you for your interest in the Lead Ranger – Coast & Countryside role within Sefton Council's Green Sefton Land Management Team, supporting our Operational In-House Services Directorate.

This is an exciting and rewarding opportunity for someone who thrives on being organised, is approachable and wants to be at the heart of a busy and varied working environment.

You'll play a key role in keeping things running smoothly, bringing structure where it's needed, offering a warm and supportive presence, and approaching every task with professionalism and a positive, can-do attitude. Knowledge & previous experience of countryside & conservation management legislation is important. You'll need a solid understanding of coastal ecosystems and natural processes, as well as strong people skills and an ability to lead teams and community groups of volunteers.

As a person, if you're someone who enjoys helping others, takes pride in delivering high-quality support, and brings energy, adaptability, and a genuine passion for making a difference to the environment, we'd be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours, we can't wait to hear from you.

Best of luck!

Gordon White
Principle Officer – Coast & Countryside



Contents

About the Borough of Sefton	1
Our Vision and Values.....	2
Our Successes and Key Projects	2
An Inclusive Workplace	3
Liverpool City Region Fair Employment Charter	4
What We Can Offer You.....	4
About the Role	6
Top Tips on How to Apply	8
Application and Selection Information	9
Appendix A – Job Description and Person Specification	10



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.

More recently, we are exceptionally proud to have been nominated and subsequently shortlisted by the Local Government Chronicle for the Most Improved Council 2026. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement and our desire to make a difference across the communities within the Borough of Sefton.

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.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

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

This is a pivotal role at the heart of coastal management in Green Sefton's operational Land Management Team. You will play a crucial part in leading core and externally funded teams of personnel in the management of internationally important habitats ensuring they are fully supported, well-briefed, and able to focus on priorities as we work to improve the condition status of the units within the Sefton Coast Site of Special Scientific Interest.

You will also provide solid experience of beach management, machinery and equipment operations as well as an ability to supervise and direct contractors on works in sensitive areas.

This role requires someone who thrives in a dynamic and often fast paced, responsive environment, can anticipate needs and takes an organised approach to managing different priorities.

The key responsibilities include:

- Leading teams / distributing work loads to Rangers in practical on site tasks in a public facing environment



- Close attention to and compliance with all Health & Safety requirements including the preparation of risk and method documentation and ensuring the safety of personnel.
- Exceptional attention to detail and adherence to recording and reporting processes to ensure the regular flow of complete and accurate data
- Handling sensitive information with the highest level of confidentiality and discretion
- Able to take responsibility in unpredictable situations and be prepared to work collaboratively with external agencies
- Ability to use of the Microsoft Office package including Outlook, Teams, Word, PowerPoint, Excel etc.

This role suits someone who is passionate about delivering excellent results for conservation and customer care, committed to maintaining high standards, and confident working both independently and collaboratively to support a skilled and safe workforce.

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 **Sunday 6th September 2026**

Provisional interview dates are **Autumn 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

Post: Lead Ranger - Coast & Countryside

Directorate:	Operational In-House Services
Location:	Ainsdale Discovery Centre
Division:	Green Sefton
Post:	Lead Ranger – Coast & Countryside
Grade:	G £32,597 to £36,363
Reporting to:	Principal Officer – Coast & Countryside

Purpose of the Role

Support the Team in the planning, co-ordination and control of work and resources in providing an effective and efficient Green Sefton service maintaining and improving its assets. Contribute to the overall management and efficient running of the section, to ensure effective administration and maintenance of information systems.

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

MAIN DUTIES

1. Contribute to the delivery of a service plan for the team and Green Sefton, which will be managed through a performance framework.
2. Contribute to the preparation, implementation and review of site management plans including organising annual work programmes.
3. Ordering and specifying materials from a small pre agreed budget.
4. Undertake compliance activity ranging from advising members of the public through to enforcement action.
5. Assist in the management, development and maintenance of Green Sefton assets, taking a lead for particular assets or work areas for planning and co-ordination of resources and undertaking work activities within the overall work programme for these assets or work areas.
6. Be responsible for the locking up and the security of buildings, sites and equipment.
7. Keep appropriate work records.



8. Ensure that all vehicles, machinery, tools and equipment are correctly used and maintained in safe working order and that Health and Safety and Council procedures are adhered to at all times, having due regard to the safety of the public.
9. Undertake supervisory duties, this would include direction, co-ordination and training of staff as per the organisation chart.
10. The provision of technical support and advice.
11. Assist with the direction, co-ordination, training and development of employees and volunteers within the Team.
12. Communicate and engage with users of Green Sefton assets.
13. Undertake other similar tasks commensurate with the grade of Lead Ranger and those associated with Ranger 5, 4, 3, and 2 when required.

SPECIAL CONDITIONS

- Working weekends, evenings and some Bank Holidays is a requirement of this role.
- Working on site in difficult terrain.
- Occasional lone working

GENERAL REQUIREMENTS

The post holder will be expected to work flexibly, and the exact nature of the duties described above is subject to periodic review and is liable to change.

The post holder will be expected to undertake work outside of core hours and at weekends.

The post holder will be expected to comply, observe, and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading. This may include duties assigned during periods of adverse weather and/or in response to an emergency.

All members of staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by

their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe, and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

The post holder will be expected to wear a uniform

PERSON SPECIFICATION

Post: Lead Ranger – Coast & Countryside

Department: Operational In-House Services (Green Sefton, Land Management

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
A relevant Landscape Management and/or NVQ Level 3 Certificate or Diploma in a relevant subject (environmental conservation, coastal management, horticulture, forestry and arboriculture, green keeping, Groundsmanship or equivalent	(E)	AF/C
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	(E)	AF/C
Ride-on Mower, Chipper Operation Tractor driving/loader operation and the Safe use of Mounted Mowers	(D)	AF/C

EXPERIENCE		
Proven career development in a relevant area such as environmental conservation, coastal management, horticulture, forestry and arboriculture or estate management	(E)	AF/C
Experience of working within a Local Authority	(D)	AF/C
SKILLS/KNOWLEDGE/APTITUDES		
Predominately practical and procedural knowledge across the specialist area of environmental conservation, coastal management, horticulture, forestry and arboriculture or estate management, including ability to work with a diverse range of service users, community volunteers and partners	(E)	AF/I
Basic Literacy and numeracy skills	(E)	AF/I
Knowledge of the procedures and systems of work for a range of operational tasks using associated machinery, tools and equipment, as per certification	(E)	AF/C
Ability to communicate orally or in writing to inform the public, community volunteers, user groups, partners, elected members and other members of staff of any issues relating to site maintenance. Ability to use tact when dealing with potentially difficult subjects	(E)	AF/I
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	(E)	AF/I
Exercise training or motivational skills in relation to the development of members of the team, community volunteers, user groups and partners	(E)	AF/I
Ability to prepare work instructions and work programmes, organise teams and direct team(s) or community volunteers, making decisions involving the use of initiative.	(E)	AF/I



Reporting progress and dealing with problems.		
<i>SPECIAL REQUIREMENTS</i>		
Potential for periods physical effort (for example, regular lifting or carrying, pushing or pulling items of moderate weight, rubbing or scrubbing, or working in awkward positions)	(E)	AF/I
Potential for periods of considerable exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour	(E)	AF/I
Driving Licence	(E)	AF/C

Assessment Methods:**AF: Application Form****I: Interview****C: Certification****Prepared by: Gordon White****Date: 23/07/2026**