



## Friends of Tower Hamlets Cemetery Park

(a charitable company limited by guarantee)

### Job Description - Cemetery Park Ranger

<b>Job Title</b>	Cemetery Park Ranger	<b>Hours</b>	37.5 per week (possibility of part-time contract for the right candidate)
<b>Salary</b>	GBP 27,306 pro rata with pension contribution.	<b>Location</b>	Tower Hamlets Cemetery Park Southern Grove E3 4PX
<b>Contract</b>	Seasonal for 6 months, starting 15th of April to 13th of October 2024	<b>Application process</b>	Please send a CV and cover letter to <a href="mailto:contact@fothcp.org">contact@fothcp.org</a> . The application period is scheduled to end on the 3rd of March 2024, but may close early if enough qualified candidates have applied.
<b>Date</b>	2nd of February 2024		

#### Organisation Purpose and Structure

The Friends of Tower Hamlets Cemetery Park is registered charity 1107138, and a Company Limited by guarantee 5233566. The organisation is led by a Board of Trustees. The day-to-day management of the organisation is determined by a small staff team, led by the Cemetery Park Manager.

#### About the Friends of Tower Hamlets Cemetery Park

The Friends of Tower Hamlets Cemetery Park (FoTHCP) is an award-winning charity working to protect, preserve and care for the Cemetery Park. The site includes one of the historic 'Magnificent Seven' Victorian-era London cemeteries and adjoining areas including Scrapyard Meadow and Ackroyd Drive Greenlink. The 31-acre Local Nature Reserve is a Site of Metropolitan Importance for Nature Conservation and London's most central urban woodland.

Our passionate trustees, staff and volunteers share their energy, expert knowledge and vision to shape the future of the park for the benefit of all who use it.

Founded in 1990, we are the custodians who seek to protect, commemorate and share the history of Tower Hamlets Cemetery Park (THCP) and maintain and develop it for enjoyment, remembrance and learning. We aim to improve London's natural environment; public engagement with nature and understanding of its local history; support local health and wellbeing; and build social cohesion. Each year we provide hundreds of activities and volunteer opportunities for the benefit of the local community, many of which are free or subsidised.

#### Role Purpose

The Cemetery Park Ranger will be required to work under the direction of the Cemetery Park Manager and Cemetery Park Officer and independently.

The post holder will undertake a range of activities including:

- Supporting the Conservation and site management of the Cemetery Park and additional land which together comprise the Local Nature Reserve including both seasonal work and site development as directed by colleagues.
- Organisation and delivery of events and activities which cater to a wider audience (Corporate Volunteers, Community Volunteers, School Groups, Event ticket-holders) and span a range of conservation and heritage topics. It is expected that the Cemetery Park Ranger will have some experience to lead these events directly, and also work with contractors / subject matter experts as appropriate.

- As a small organisation, the Cemetery Park Ranger will also contribute to the day to day running of the charity, including Community Engagement and Communications (Social Media/Website). The role holder will need to be ready to adapt to a wide variety of tasks, dependent on the ongoing needs and priorities of the site and the charity.

This is an exciting opportunity to be part of a small and dedicated team with plenty of scope for growth and development. We encourage applications from individuals that enjoy working with the general public and who have experience working in agile, small charities.

### **About You**

You will be an organised and motivated individual, with experience working with volunteers and the general public. Ideally you will have worked or volunteered in parks and/or nature reserves, and have hands-on experience of conservation and habitat management work. You'll enjoy working closely with our team while also being able to work independently as required.

The role (like our Charity) is based in Tower Hamlets Cemetery Park, and you will be expected to be onsite within the Cemetery Park and in our office (in the Cemetery Park Lodge),.

## **Job Description**

### **Site management and development**

- Daily maintenance and upkeep of Tower Hamlets Cemetery Park and additional designated land (referred to in this document as 'the Cemetery Park') through site walk-arounds, litter picking and working on plans for habitat maintenance and development with the Cemetery Park Manager and Cemetery Park Officer.
- Being a friendly and approachable face in the Cemetery Park for visitors and guests.
- Work with, organise and supervise community volunteers and work experience students in carrying out practical nature conservation and heritage tasks on the site. Encourage community engagement in such activities.

### **Corporate volunteering and events**

- Help to run corporate volunteer days, for up to 100 participants, including the marketing and preparation work, activities-on-the-day, and feedback.
- Help to run events and/or assist external event leaders on a range of themes including biodiversity, nature conservation, heritage and crafts.

### **Organisational tasks**

- Provide information for newsletters, social media and website on volunteering opportunities, events, and other items of interest as required.
- Assist with maintaining up to date records of contacts, attendance and other key information to enable charity reporting.

### **Policies and Procedures**

- Health and safety knowledge, including site and activity risk assessment procedure
- Be aware of your responsibilities and comply with all relevant policies and handbooks (including but not limited to Code of Conduct, Health and Safety, Safeguarding, GDPR/data, Equality/Diversity/Inclusion (EDI), Finance), including participating in relevant training and courses.
- Ensure volunteers, contractors, staff and interns comply with relevant regulations.

The duties as outlined in this document are not exhaustive and may change from time to time due to the changing nature of the working environment.

**Person specification****Experience**

Carrying out conservation and habitat management work (with supervision, and independently as directed)	Essential
Experience working in a public facing (small) charity/organisation	Desirable
Working with volunteers in an environmental field	Desirable
Working with / coordinating contractors / freelancers	Desirable
Organising or supporting community events	Desirable

**Knowledge and Skills**

Good knowledge of conservation and habitat management as it applies to the inner city environment	Essential
Excellent communication skills - ability to engage all members of the community / visitors to the site	Essential
Enthusiasm and self-motivation - able to work independently and proactively	Essential
Understanding of H&S and Safeguarding policies and procedures	Essential
Ability to organise workload and manage multiple priorities/tasks	Essential
Basic botanical knowledge (equivalent to FISC Level 2)	Essential
Experienced in use of hand tools / power tools	Essential
Ability to work within a team	Essential
IT competency (Microsoft Office and Excel = essential, Salesforce CRM and WordPress)	Desirable

**Additional Requirements**

1. The post holder will be required to work flexible hours, including evenings, weekends and bank holidays with Time Off in Lieu applicable. It is envisaged that the post holder will work two or three weekend days per month.
2. This post is subject to an Enhanced DBS check and clearance for the successful candidate.