

date as postmark

Dear Applicant

**Apprentice Supervisor**

**Fixed term contract until 31 March 2023**

**37 hours per week**

**Tebay, Cumbria (TBC)**

Thank you for your enquiry in regard to the above position.

Enclosed is a recruitment and information pack which includes the following:

* A job description and person specification
* Background Information and Terms and Conditions of Employment

Further information including our Corporate Plan is available on the Authority’s web site, [www.yorkshiredales.org.uk](http://www.yorkshiredales.org.uk).

The closing date for receipt of completed application forms is **12noon** on **Monday 11 March 2019**

**Anticipated Interview: Friday 5 April 2019**

It is not our practice to acknowledge applications or to inform applicants that they have been unsuccessful. If you have not heard from us within 3 weeks after the closing date of the advertisement, you may assume that your application has been unsuccessful.

I look forward to receiving your application and thank you for the interest you have shown in the Yorkshire Dales National Park Authority.

Yours faithfully

**The HR Team**

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**WESTMORLAND DALES LANDSCAPE PARTNERSHIP**

**JOB DESCRIPTION**

EMPLOYER: Yorkshire Dales National Park Authority

JOB TITLE: Apprentice Supervisor (Westmorland Dales)

GRADE: Band D (£22,462 to £28,786)

(Fixed term contract until 31 March 2023)

RESPONSIBLE TO: Area Manager (Western Dales)

RESPONSIBLE FOR: Up to 4 Apprentices

**OBJECTIVES OF THE POST:**

To manage all aspects of practical tasks relating to conservation and rights of way work undertaken by the Westmorland Dales Landscape Partnership apprentice team. To provide direct line management for two teams of up to four apprentices running consecutively and supervise a wide range of practical tasks, ensuring the highest standards of quality is achieved in all duties carried out.

**DUTIES & RESPONSIBILITIES:**

To effectively manage and supervise the landscape partnership’s Apprentice team and work with a wide range of partner organisations, land managers, ranger and scheme staff to carry out a variety of tasks as part of the Westmorland Dales Heritage Lottery Funded Scheme (WDHLF).

To devise an apprentice work programme, drawn from the Scheme’s priorities and coordinate the delivery of this programme.

To support the work of the apprentices providing pastoral care and encouragement as required.

To continually assess Apprentices carrying our practical access, conservation and heritage tasks to comply with the apprenticeship qualification, training and activity plans in conjunction with the appointed Higher Education establishment.

To undertake scheme reporting requirements under the guidance of the Head of Park Management and the WDHLF Project Manager.

To ensure the effective management of all aspects of the practical tasks including organising materials, and liaison with landowner/farmers.

To undertake site based risk assessments for tasks and comply with appropriate Health and Safety Policy, Codes of Safe Working Practice ensuring that Health and Safety requirements are strictly adhered to for individual projects.

To ensure equipment assigned to the project including vehicles/plant/tools are correctly maintained and serviced.

To manage the budget, premises and materials assigned to the project to a

high standard and following established Authority policies and procedures.

To provide positive communication, in a variety of media, for the different audiences that will need to know about the progress of the scheme and individual practical projects.

Assist with all other members of staff based at the location with the general cleaning and maintenance of communal and personal work areas.

Comply with the Authority’s Health and Safety Policy and Codes of Safe Working Practice.

Such other duties as are commensurate with the objectives and grade of the post, as directed from time to time by the Chief Executive.

**TERMS AND CONDITIONS**

In order to fulfil the objectives of the post and assisting in the delivery of a wide range of duties relating to the general public and local community the post holder will be required to work weekends, bank holidays and when appropriate, evenings.

Your working week is 37 hours over 5 days within a 7 day period (a flexi –time scheme is in operation) and will include some weekend and evening work.

The post holder will be issued with a vehicle for which the post holder is responsible for maintaining in a road-worthy condition.

The post holder will be responsible for maintaining the exterior, interior and welfare facilities (kitchen, sink, toilet) of the office in a condition that suitably reflects the high standards of the Partnership

**PERSON SPECIFICATION**

**JOB TITLE:** Apprentice Supervisor

|  |  |  |
| --- | --- | --- |
| **QUALIFICATIONS AND TRAINING** | **ESSENTIAL** | **DESIRABLE** |
| Degree in related subject or appropriate management qualification. |  | X |
| Current full driving licence, with trailer ticket  Practical skills qualifications such as City & Guilds, NVQ etc  Relevant qualifications in the use of powered tools and equipment, including excavator, chainsaw. brushcutter, abrasive wheels .  First Aid qualification. | X  X  X | X |
| **EXPERIENCE** |  |  |
| Experience of  Supervising teams of people or teaching;  Devising and maintaining a work programme for a group  Working with and motivating individuals;  Partnership working to deliver agreed projects;  Identify and resolve conflict issues effectively;  Experience of off-road driving | X  X  X  X  X  X |  |
| **SKILLS and KNOWLEDGE** |  |  |
| Proven skills and knowledge of practical estate maintenance including:  Project management of multi-faceted projects  H&S especially in relation to practical operations, site risk assessments and safe working procedures;  Maintenance of public rights of way and access routes including signing, stiles, gates, footbridges and surfacing;  Practical estate maintenance including strimming, hedging, ditching, fencing, tree planting, dry stone walling and heritage features;  Plant and equipment maintenance.  Knowledge and use of evaluation techniques.  Excellent written and oral communication skills.  IT Literate. Microsoft Office. | X  X  X  X  X  X | X  X |
| **PERSONAL QUALITIES** |  |  |
| Representative qualities; able to relate to and communicate with people at all levels  Ability to work occasional evenings and weekends to deliver the objectives of the post  A keen interest in and firm commitment to the aims of the scheme  Ability to work under own initiative and manage a range of activities  A positive approach to finding creative solutions  Enthusiastic, diplomatic and flexible | X  X  X  X  X  X |  |

The post is subject to a DBS Disclosure

**Yorkshire Dales National Park Authority**

**Background**

The Yorkshire Dales National Park was designated in 1954 in recognition of its extraordinary natural beauty, the diversity of its wildlife habitats, its rich cultural heritage and its fantastic opportunities for outdoor recreation. It is a dramatic upland dissected by numerous long glaciated valleys or dales with a resident population of 23,637 people. The area is a working landscape, with agriculture, quarrying and tourism, offering the main employment opportunities. Indeed, it is the long history of people settling in and working this harsh environment that has created a cultural landscape recognised today as one of the most distinctive in Western Europe.

The Park is looked after by the Yorkshire Dales National Park Authority and it’s the Authority’s job to care for this very special place and its communities and to help people understand and share in it.

The National Park was extended to the north and west on 1 August 2016, it now covers an area of 2,179 square kilometres (841 square miles).

It is one of a family of 15 National Parks in the UK, protected for future generations to enjoy. Truly Britain’s breathing spaces.

From 1974 the whole of the Yorkshire Dales National Park was administered by a Committee of North Yorkshire County Council but, as a result of the Environment Act 1995, the new National Park Authority was established on 1st April 1997. The Authority remains within the framework of local government but is independent of the counties and districts. The Authority now consists of both county council and district council representatives as well as parish representatives and members appointed by the Secretary of State.

The 1995 Environment Act revised and updated the purposes of national parks which are:-

“conserving and enhancing the natural beauty, wildlife and cultural heritage of the areas, and promoting opportunities for the understanding and enjoyment of the special qualities of those areas by the public”.

In pursuing these purposes the Authority

“shall seek to foster the economic and social wellbeing of communities within the National Park.”

The National Park Authority is advised by the Chief Executive (National Park Officer), who is supported by approximately 140 staff.



**Terms and Conditions of Service**

**Pay**

Band D

Salary: £22,462 - £28,786 per annum.

**Work Base**

It is anticipated that this post will be based in Tebay in Cumbria, however there will be travel elsewhere in the Park.

**Pension**

All staff are automatically brought into the Local Government Pension Scheme, unless they elect otherwise. Membership of the LGPS provides access to high quality pension benefits based on final pay.

**Hours of Work**

The hours of work are 37 hours per week over 5 days within a 7 day period and will include some weekend and evening work.

A flexitime scheme is in operation. This allows you to vary your start and finish times within set parameters to help your work fit in with your social and domestic responsibilities. If you have accrued sufficient time, the scheme allows you to take up to 12 days extra leave during the year.

**Holidays**

The holiday entitlement is based on length of service within Local Government or related employment.

On commencement of employment: 25 days per annum.

**Special Leave**

Working for a public sector employer, you will find that we offer favourable entitlements compared with many other employers in regard to time off for such reasons as maternity, maternity support leave, adoption and special leave for various other reasons.

We also support employment initiatives aimed at achieving work/life balance such as parental leave and time off for family emergencies.

## Training and Development

The National Park Authority is committed to the professional and personal training and development of its staff. To support this, the Authority has achieved the national Investors in People (IIP) Standard. An appraisal scheme is in place for all staff and opportunities to undertake in-house and external training programmes are available.

**Recruitment Clearance**

The offer of appointment is subject to medical clearance by Occupational Health, receipt of satisfactory references and a satisfactory DBS check.

**Miscellaneous**

The notice period applicable to this post is 2 months.

The Authority operates a non-smoking policy in its offices.

**Completed application forms to be returned by email to** [**personnel@yorkshiredales.org.uk**](mailto:personnel@yorkshiredales.org.uk) **by 12noon on Monday 11 March 2019.** If preferred, applications can also be posted to: HR Office, Yorkshire Dales National Park Authority, Yoredale, Bainbridge, Leyburn, DL8 3EL.

**Anticipated Interview Date: Friday 5 April 2019.**

If you have not been contacted for interview within three weeks of the closing date, you may assume that your application has not been successful.