



Malvern Hills Trust

Position: Warden (Full time 37 hrs / wk.)
Responsible to: The Chief Executive Officer
Starting Salary: NJC Scale Point 7 (£20,092)

An exciting opportunity has arisen to join the staff team in one of Britain's most iconic landscapes. The successful candidate will carry out a wide range of practical tasks involved in helping to manage the Malvern Hills.

Closing date for applications is Monday 9th August 2021 (12 noon). Initial interviews are currently anticipated to be held week beginning 16th August. To apply, please return your completed application form via email to: Reception@malvernhills.org.uk or via post to: **CEO, Malvern Hills Trust, Manor House, Grange Road, Malvern WR14 3EY marked 'Private and confidential'.**

The area

The Malvern Hills and Commons are a nationally important and iconic area of the British countryside. Over 1,000,000 people flock to the area each year and the view from the top of the Hills has been voted one of the best in Britain. The area has been designated an Area of Outstanding Natural Beauty, a Site of Special Scientific Interest and the Hills contain several Scheduled Monuments.

The organisation

The Malvern Hills Trust is a statutory body established by Act of Parliament in 1884 and is also a registered charity. The Trust manages the majority of the Malvern Hills and Commons – totalling over 1200ha (3000 acres). The Trust's duties and responsibilities are set out under the 1884 Act and four subsequent Acts and include:

- Preserving the natural aspect of the hills
- Protecting and managing trees, shrubs, turf and other vegetation
- Preventing unlawful digging and quarrying
- Keeping the hills open, unenclosed and unbuilt on as open spaces for the recreation and enjoyment of the public
- Conserving and enhancing biodiversity, Sites of Special Scientific Interest and Scheduled Monuments on its land

The role

Responsible to the CEO, the Warden role involves undertaking a range of regular patrol duties and practical tasks across all the land managed by the Malvern Hills Trust. These include assisting and guiding members of the public, monitoring public use of the land (car parks, paths and open areas and public events) and compliance with the byelaws that apply; undertaking practical habitat and estate maintenance tasks; coordinating and leading volunteers; and caring for the landscape, wildlife and archaeological features found on the land.

Work needs to conform to statutory restrictions, environmental good practice and Health and Safety legislation, as well as complying with the Trust's duties under the Acts of Parliament and helping to deliver our Land Management Plan and Business Plan.



Job Description – Warden (FT)

Job Title:	Warden
Salary:	NJC Scale Point 7 (£20,092)
Place of Work:	Based at Manor House, Grange Road, Malvern
Hours of Work:	37 hrs hours per week on a rota pattern which includes every weekend and some evening on-call duty.
Responsible to:	Chief Executive Officer
Key Relations:	Other Wardens, Conservation Manager, Operations Manager, Admin staff, Members of the Public and Graziers.

Job purpose:

- Wardening the Hills and Commons and ensuring that the byelaws and countryside laws are upheld.
- Help organise and train volunteers and volunteer wardens.
- To meet and assist members of the public in their visits to the Hills and be the positive face of MHT.

Duties:

- a) To patrol the Hills and Commons.
- b) To deal with breaches of the byelaws as appropriate and record all byelaw breaches.
- c) To deal with and record any other incidents which occur on the Hills and Commons e.g., accidents, fires – liaising with the emergency services where necessary.
- d) To talk to visitors to the Hills and Commons who require information or assistance.
- e) To patrol MHT car parks, empty the car park meters and issue charges where appropriate.
- f) To keep the Hills and Commons free from litter.
- g) To assist with the supervision of volunteers undertaking practical conservation tasks on the Hills and Commons.
- h) To assist with the supervision of volunteer Wardens.
- i) To assist with the Trusts' Events Programme as required.
- j) To undertake regular inspection of the MHT vehicle allocated to you and record/report any defects.
- k) To be responsible for the Health and Safety of yourself, colleagues and users of the Hills and Commons.
- l) To ensure that conditions attached to easements and wayleaves granted by MHT are complied with and that the land is left in a satisfactory condition.



Malvern Hills Trust

Please note this role will involve a large proportion of time spent working outdoors, often on steep and rough terrain.

A full job description will be issued to the successful applicant.

The Malvern Hills Trust reserve the right to alter the contents of this job specification after consultation with the post holder to reflect changes to the job or service provided without altering the general character or level of responsibility.

**Duncan Bridges,
Chief Executive Officer**

06/07/2021



Person Specification - Warden Skills and Experience

Essential

Skill Required	Certification / qualification/ experience
Knowledge of the countryside and rural issues	In a professional / employed capacity
Experience of dealing with the public	In a professional / employed capacity
Driving on road	Full current driving Licence
Basic practical hand and power tool skills	Experience of using a range of hand and power tools
Volunteer coordination	Experience of organising individual volunteers or running a volunteer group
Managing public access and wildlife conservation	Experience of recreation access management in a wildlife conservation area, particularly in the local / regional area
Practical estate skills	Experience from undertaking practical countryside maintenance tasks (i.e., fencing or coppicing) either in private or public sector
Basic IT skills	Word processing, email and mapping software systems

Desirable

Skill Required	Certification / qualification/ experience
Countryside law knowledge	Knowledge and understanding of countryside and commons legislation
Previous experience of a similar wardening role	In a professional / employed capacity
Experience of cash handling	In a professional / employed capacity
Off road driving skills	Experience and or training course in driving off-road, particularly on steep slopes
Use and maintenance of chainsaws and basic felling techniques	Experience of using / maintaining chainsaws and basic felling techniques
Possession of current chainsaw ticket	Current certification, e.g. LANTRA CS30/31 or NPTC 201/202
Pesticide application	Experience of using / maintaining handheld pesticide applicators. Current certification, e.g. NPTC PA1/PA6A Knapsack sprayer certification
Use and maintenance of brush-cutters and clearing saws	Experience of using / maintaining trimmer's, brush-cutters, and clearing saws Current certification, e.g. NPTC ABC02 Brush-cutter use