

Job Description and Person Specification

Senior Urban Ranger

Job Details	
Grade	6
Service	Parks and Open Spaces
Location	Whitley Depot
Job Evaluation Code	

Coventry City Council Values
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

Working in Coventry City Council's Parks and Open Spaces Team, this role is vital for delivering aspects of the overall strategy. The Parks and Open Spaces team aim to preserve and improve Coventry's green and blue spaces through projects and daily tasks. This role offers a unique opportunity to make a positive difference to the health, wellbeing and quality of life of Coventry's residents and visitors. The role holder will lead a team that maintains safe, accessible and high-quality parks and open spaces.

Under the general direction of the Commercial and Visitor Experience Manager, the role holder will plan day to day work programme delivery, hold regular team meetings, respond to customer enquiries and liaise with suppliers, contractors and internal colleagues.

They will deliver an annual programme of scheduled maintenance which includes playground inspections and repairs, sports pitch preparation and land management work. They will lead the Urban Ranger team in supporting volunteer groups through community focused activities that contribute to the city's biodiversity goals.

The role would suit a highly motivated individual with strong leadership and organisational skills.

Key Responsibilities and Accountabilities

1. Managing a team by undertaking regular staff reviews, identifying training needs, updating the training matrix and responding effectively to performance issues.
2. Conducting regular and effective team meetings to plan and deliver required tasks.
3. Ensuring all responsibilities under the City Council and Departmental Health and Safety Policy are met, including providing safe conditions for team members, equipment, vehicles, members of the public and operational tasks. This includes maintaining risk assessments, safe systems of work, routine checks and maintenance.
4. Leading the organisation and development of volunteer groups, including supervising and scheduling work.
5. Maintaining routine inspections of parks and playgrounds and ensuring that the inspection system is checked daily and functions effectively for the Parks and Open Spaces service.

6. Undertaking project work related to Parks Management Plans or funding opportunities, requiring coordination with Parks and Open Spaces Officers.
7. Making on-site decisions to carry out maintenance, clearance and repairs to ensure high standards of presentation and safety and reporting substantial repair needs to the Commercial and Visitor Experience Manager.
8. Ordering materials and equipment from appropriate suppliers, ensuring suitability, value for money and within an available budget. Communicating with suppliers and colleagues to ensure the safe and appropriate delivery to store or site.
9. Maintaining positive relationships with the public, landowners, volunteers, councillors and community groups, responding to enquiries and referring matters to the Commercial and Visitor Experience Manager when appropriate.
10. Assisting in maintaining and developing natural resources on sites, including monitoring and wildlife protection.
11. Supporting the Commercial and Visitor Experience Team in delivering events and activities, including assessing site suitability, consulting with colleagues and reviewing event documentation such as event management plans, risk assessments and public liability insurance.
12. Assisting in monitoring and reporting on the progress and quality of work carried out by contractors.

Key Relationships			
External:	Suppliers Contractors Volunteer Groups Community Groups Schools Residents	Internal:	Commercial and Visitor Experience Team Parks and Open Spaces Officers Street Pride Team Events Team Communications Team War Memorial Park and Coombe Park Teams

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

Urban Rangers x 4

Skilled Operatives (Amenities) x 3

Person Specification

Requirements

Knowledge	Extensive knowledge of parks and open spaces
Knowledge	A comprehensive understanding of Health and Safety requirements in an operational setting e.g. use of vehicles, machinery, tools etc.
Knowledge	Know and understand a Council or similar organisations departmental structure
Skills And Ability	Self-motivated and organised at planning your time and working off your own initiative
Skills And Ability	Proficient at using I.T Systems such as PSS Live (asset management software), Spectrum Mapping (or GIS system) and Microsoft Office
Skills And Ability	Excellent communication skills both written and verbal
Experience	Experience of working in a parks or countryside management field
Experience	Evidence of ability to plan and lead on projects or activities
Experience	Confident at leading a team and problem solving
Qualification	National Diploma in a relevant subject or equivalent relevant experience
Special Requirements	Able to drive and possesses a current driving licence Flexible to work some evenings and weekends as required

Disclosure and Barring Service (DBS)			
Does the role require a DBS check?			
Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check ☒	Standard Check ☐	Enhanced Check ☐	Enhanced + barred list check ☐

Declaration			
Reviewed/Created By:	Abi Foster		
Job Title:	Commercial and Visitor Experience Manager	Date:	11.03.2026