



Boat of Garten Community Company

WILDLIFE RANGER, BOAT OF GARTEN TENDER BRIEF

INTRODUCTION

The Boat of Garten woods are highly valued by the community. They are well used for a wide variety of activities which include walking, cycling and bird watching. They are economically important not just for the value of the wood but in helping to sustain a number of local tourist related businesses. This contract is about positively engaging with those who use the wood to help explain their value to all and to encourage responsible behaviour. This is a one season pilot project, the outputs of which will inform how this work might best be taken forward in future years.

Boat of Garten community, via Boat of Garten Community Company, is looking to commission a contractor to undertake part-time work (18.5 hours per week) as a Ranger in Boat of Garten woods during the period early May to 15 August 2012. The contract will run to 31 August to enable the final report to be completed.

Purpose

- The overall purpose of the contract is to encourage responsible behaviour through engaging with users of the woods.

AIMS

The aims of the work are:

- a) To ensure a warm welcome and provide support to help people enjoy the outdoors;
- b) To increase awareness, understanding, care and responsible use of the natural and cultural heritage; and
- c) To support the sustainable management and use of the outdoors to meet a range of social, economic and environmental objectives.

Areas of work

An agreed work plan will be developed with the contractor that will detail the key contacts and schedule the work requirements over the duration of the contract. In summary there are three main areas of work that will be delivered by this contract. These are:

- **Education**
- **Encouraging responsible behaviour**
- **Collecting and collating information**

These are expanded on below.

Education

- Provide information and advice to users of the wood, local businesses and others.
- Raise awareness and understanding of the special nature of the woodlands of Boat of Garten, in particular the habitat of Capercaillie, and record questions and comments to inform future project development.
- Work with school groups to develop interpretive material for threshold signs and other related tools for raising awareness.

Encouraging responsible behaviour

- Engage at various venues in the village and at appropriate and agreed community events, e.g wildlife talks, led walks etc
- Meet and greet users in the woods and encourage responsible behaviour through positive dialogue.
- Liaise with other Ranger services and relevant staff in the Cairngorms National Park Authority (CNPA and Scottish Natural Heritage (SNH))

Collecting and collating information

- Feedback regularly to the community and write articles for the BOG Standard, Community website, face to face etc,
- Be available in the drop in centre at the Wildlife talks on Monday evenings and for 2 hours per week for community engagement and for inputting data.
- Record observed patterns of use on the form provided.
- Alert line manager to any issues, including detrimental activities, damaged signs, way-markers or information boards.
- Prepare an initial draft and final report to Community Company, Community Council, Seafield Estates, CNPA and SNH.

WORK SCHEDULE

The contract is for an average 18.5 hours per week. The days and times of work require flexibility to ensure engagement with users of the woods. Schedule of work will be agreed with the Community Company and CNPA representatives. This will include evening and weekend work.

BRANDING

This contract is awarded by Boat of Garten Community Company and is funded by CNPA. Consequently the successful applicant will be required to wear the provided branded clothing at all times when on duty. Branded T-shirts, a fleece and lightweight waterproof will be provided.

TRAINING & RESOURCES

Initial induction training will be provided by CNPA which will involve a day with the CNPA Ranger co-ordinator who will provide a range of materials and advice on delivering the post successfully. Induction will also be undertaken by community personnel and will include introductions to local businesses and other relevant individuals.

A short background paper is included with the Tender Brief. Templates will be provided for the collation of data and for the interim and final reports.

MANAGEMENT OF THE CONTRACT

The contract will be managed by representatives from the community and the Cairngorms National Park Authority:

- Liaison between the contractor and CC/CNPA will take place regularly throughout the contract.

Specific tasks:

- Results from discussions with visitors and observational surveys will be recorded after every work session on an agreed pro forma;
- Liaise with community groups, land manager, school and businesses to explain the role of the post and the value of Boat of Garten woods;
- Work with school groups to further develop interpretive signage at the main entry points to the woods.
- Produce a written report by 31 August of all areas of work undertaken including detailed results from the monitoring and observational surveying and make recommendations on potential areas of improvement.

BACKGROUND INFORMATION

Annex I includes the essential and desirable skills required for this contract.

TIMETABLE

The anticipated timetable is as follows:

Date	Deadline for
28 April 2012	Receiving tenders
2 May 2012	Tender interviews
2 May 2012	Appointment of successful contractor
early May 2012	Contract issued and contract commences

TENDER SUBMISSIONS

The tender should address the following areas:

- Qualifications and previous experience of similar work;

- Proof of appropriate public liability insurance or commitment to have in place prior to commencement of contract; (see Guidance note)
- Detailed breakdown of costs showing the hourly rate and anticipated expenses. (Refer to guidance note for further information)
- Indicate whether you currently or have ever held a Disclosure.
- Confirmation of access to e-mails and a phone.

We require the application to be made electronically to woods@boatofgarten.com

Short-listed applicants will be contacted on 30 April by e-mail confirming the interview time and interviews will be held on 2 May 2012 at Boat of Garten Community Hall.

Annex I

Essential skills

- Previous experience in similar or related roles
- Strong communication and interpersonal skills with a broad spectrum of the public
- Able to work under own initiative and self motivated
- Enthusiastic and positive outlook
- Experience of problem solving, negotiating and conflict resolution
- Good observational skills relevant to the role and ability to record accurately

Desirable skills

- Ability to produce written and verbal reports
- Knowledge of natural heritage issues in woodland
- Experience of providing education and interpretation about the natural heritage.

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