

CANDIDATE PACK

Mounted Keeper

WIMBLEDON AND PUTNEY COMMONS



Job Context

The first recognised formation of Wimbledon and Putney Commons arose when Earl Spencer came to terms with residents in drawing up the Wimbledon and Putney

Commons Act which received Royal Assent in 1871. This Act conveyed interest in the Commons to a body of Conservators (5 elected and 3 appointed) who were charged with keeping the Commons open to the public with natural aspects preserved. The Commons are to this day overseen by this Board of eight Conservators who are responsible for the management of the Commons. The Commons are a registered charity.

The Commons comprise around 1,140 acres of countryside split between Wimbledon Common, Putney Heath and Putney Lower Common. Approximately 900 acres of the Commons are recognised as a Site of Special Scientific Interest (SSSI) and a Special Area of Conservation (SAC).

During the summer the Commons welcome more than 10,000 visitors over a weekend period and are open to the public 24 hours a day throughout the year. The Commons are home to many sporting facilities including a golf course and over 48 acres of playing fields. Visitor safety of the Commons is paramount along with the continued upkeep of the Commons, so that the community can continue to enjoy these leisure activities.

Further information can be found at www.wpcc.org.uk

The Role and Candidate

We currently have a vacancy within our Mounted Keeper team. We are looking for an enthusiastic, self-motivated individual who can display an ambassadorial approach with a level temperament and professional character with an aspiration to work in one of London's premier open spaces.

Responsibilities will include carrying out mounted horse patrols, ensuring the Commons remains free from crime and antisocial behaviour, the education and enforcement of bylaws and regulations, also carrying out related tasks to support estate management.

Teamwork and interpersonal skills are essential requirements as is the ability to work weekends and a regular shift roster covering seven days per week. You will be required to wear a uniform which will be provided.

Experience of enforcement work, police, military, or security work would be advantageous.

This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process the successful applicant will be required to obtain an advanced Disclosure and Barring Service. A full, clean driving licence is an essential requirement.

JOB DESCRIPTION	
Job Title	Mounted Keeper
Salary	£31,844 to £37,773 (the starting salary will be in this range depending on experience and background of the successful candidate) + accommodation will be provided.
Location	Wimbledon and Putney Commons, Rangers Office, Windmill Road, London, SW19 5NR
Responsible to	Head Keeper
Responsible for	Visitors and Commons safety and protection

Purpose of Post

To act as a Keeper and enforce the byelaws, regulations and legislation relating to the use of Wimbledon and Putney Commons. Through high profile mounted horse patrols, deter and prevent anti-social behaviour and reduce the fear of crime using appropriate powers. To provide a professional uniformed presence on Wimbledon and Putney Commons and respond to incidents on horse, foot or by vehicle, as required by the Head Keeper. To also undertake estate management works in conjunction with other teams to maintain the rural character of the Commons.

Main Duties & Responsibilities

1. To be responsible for creating, maintaining and enhancing a safe and pleasant environment for the public, through productive working relationships with other team members, managers, and external agencies, especially the emergency services.
2. To deal with all enquiries made to them whilst on patrol and to provide information, assistance and support to the general public, staff and management.
3. Ensure people's safety in the use of the Commons, through appreciating, understanding and taking appropriate action in response to identified safety concerns.

4. To inform the public of byelaws and encourage visitors to comply with byelaws in their normal use and enjoyment of the Commons.
5. To be responsible for making independent decisions on whether to enforce byelaws, regulations, statutory law and common law pertaining to Wimbledon and Putney Commons.
6. To prepare written reports notes and statements for evidential purposes complying with the relevant legislation and commons Bye-laws.
7. To attend Crown or Magistrate Court and give evidence under oath, present the case as arresting officer or witness, as required in connection with any of the duties carried out on behalf of the organisation.
8. At all times and in all circumstances to use reasonable and professional behaviour in performing keeper duties.
9. To undertake traffic regulation on the Commons and assistance with event management, including leading walks and talks about the Commons.
10. To undertake estate management works as required to preserve the natural state and condition of the Common for exercise, recreation, and sports.
11. Ensure that you observe organisational safety procedures and use safe working practices specifically regarding the wearing of correct Personal Protective Equipment, and adherence to COSHH and Risk Assessments, reporting accidents and near misses to line manager.
12. Actively seek to implement the organisations Occupational Health and Safety Policy in relation to the duties of the post, and always give due regard to the health and safety of both them and others when carrying out their duties.
13. Actively seek to implement Equal Opportunity's and the objective to promote equality of opportunity in relation to the duties of the post.
14. To undertake any other duties that may reasonably be requested appropriate to the grade.

PERSON SPECIFICATION	
Job Title	Mounted Keeper
Location	Wimbledon and Putney Commons, Rangers Office, Windmill Road, London, SW19 5NR
Salary	££31,844 to £37,773 (the starting salary will be in this range depending on experience and background of the successful candidate) + accommodation will be provided.

Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

Able to pass an initial competency test for horse riding and periodic examinations as part of on-going training.

Able to successfully complete a probationary period.

Must hold full clean driving licence.

At point of entry to have a reasonable level of fitness and able to maintain a level of fitness in accordance with the post and pass an independent medical examination.

Able to work within and promote Equal Opportunities and other relevant policies.

Welcome Host or other recognised Customer service training would be desirable.

Experience Required

Experienced energetic and practical horse-rider, able to walk, trot or canter a large working horse and can carry out duties whilst on a horse.

Able to properly control horse whilst dealing with incidents and issuing necessary paperwork.

Good knowledge of horse husbandry and stable management.

Proven experience in the field of enforcement or active professional disciplined organisation, e.g. security or military with experience of dealing with confrontational situations under pressure.

The ability to record detailed written reports on incidents and occurrences and be able to give evidence under oath in court.

Working as a member of a team and build partnerships with local Metropolitan Police Service and other emergency services/external agencies.

Able to patrol by horse, foot or in a vehicle over sustained working period, often lone working.

Able to work on own initiative with minimum supervision.

Able to make independent decisions in order to enforce statutory law, common law and bye laws.

Ability to be assertive and persuasive to individuals or groups on matters where their actions are inappropriate, without intimidating or generating conflict/violence.

Able to communicate effectively with the public, colleagues, police and other external organisations, in person, in writing, on the telephone and using a radio system.

Other Relevant Information e.g. working hours or desirables.

Applicants must be of a good character with an even temperament.

Have an interest in the countryside and its flora and fauna.

Must be prepared to work unsociable hours and weekends on a rostered shift pattern, being flexible to accommodate changes at short notice to meet the needs of the service.

To hold a current First Aid training certificate or to obtain a relevant First Aid at Work qualification if appointed.

Willingness to offer information to visitors and establish a rapport, speaking courteously at all times.

Adjust to enforcement role in leisure environment with Keeper powers relating to open space management with a customer focused attitude.

Able to undertake manual tasks/use machinery equipment to support estate management and sport/recreation functions as and when required, for which training will be provided.

Behaviours for Successful Candidate

Thinking

Planning and Organising... Managing time, competing priorities and resources.

Plans work ahead to ensure agreed deadlines are met. Changes priorities and switches between tasks without losing sight of deadlines. Monitors plans and progress, taking corrective action where needed.

Pro-actively keeps relevant stakeholders informed of plans and updates them when things change.

Building Relationships

Communication and Influence... Presenting information and arguments verbally or in writing influence outcomes and foster engagement and support.

Takes account of the audience, the urgency and the content of the message. Has an even temperament and able to take proportionate response to incidents.

Gets key points of verbal communication across without ambiguity, contributes effectively and concisely at team meetings. Gives appropriate and balanced feedback (and is accountable for/stands by comments made).

Team Working, using appropriate interpersonal skills and working cooperatively to contribute to the development and management of positive and cohesive teams and partnerships within Commons and beyond.

Team Working... Using appropriate interpersonal skills and working cooperatively to contribute to cohesive teams.

Asks for feedback about own behaviour and style, adapting approach accordingly takes an interest in the 'person' as well as their work. Willingly shares ideas, resources and information with others. Offers assistance to colleagues under significant pressure or stress.

Self-Managing

Accountability... Being responsible for one's own actions, proportionate but decisive.

Manages time and workload effectively, takes responsibility for delivering own work without unnecessary supervision. Takes quick action to address problems

either individually or through involving others. Accepts constructive feedback and adapts actions/behaviour accordingly.

Achieving

Customer Focus... Understanding and responding to different visitor needs and demonstrating a passion for customer service.

Is passionate about delivering the highest possible service to visitors, willingly 'going the extra mile'. Spend time with and/or 'puts oneself in the shoes of' visitors' to think through appropriate processes, paperwork and face to face interactions.

Drive and Perseverance... Maintaining a high degree of motivation and commitment to producing work of the highest possible standard.

Sets stretching personal goals and achieves them. Is tenacious, perseveres in difficult circumstance. Demonstrates a disciplined approach to completing what has been started.

Seeks out additional work when capacity allows, including work beyond own immediate responsibilities.

Recruitment – Note to Applicants

These key skills and core behaviours will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Application Process & Interview Dates

Candidates wishing to discuss their suitability for the position are welcome to contact Mr John Shipton, on 020 8788 7655 Monday to Friday 9.00am till 5.00pm prior to making an application.

The deadline for applications is Friday 26th April 2024.

Shortlisting and interviews will be held week commencing Monday 13th May 2024. Shortlisted candidates will be interviewed by a panel and the interview process will include an assessment of your horse-riding skills. You will also undertake a fitness test to determine your strength and endurance to perform this physically demanding role.

If you require a hard copy, please contact the Rangers Office at recruitment@wpcc.org.uk or call 020 8788 7655.



**Wimbledon
and Putney
Commons**

EMPLOYMENT APPLICATION FORM

Job applied for	
Where did you hear of this vacancy?	

PERSONAL DETAILS	
Initial(s)	
Surname	
Address	
Home telephone	
Mobile telephone	
Email	

EDUCATION/TRAINING		
SECONDARY EDUCATION		
Qualifications	Subject	Grade

FURTHER EDUCATION		
University/College	Qualification	Grade

VOCATIONAL TRAINING		
Training Institution	Course	Grade (if relevant)

CAREER HISTORY	
Name and address of current (or most recent) employer	
Position held	
Start date	
Leaving date	
Salary	
Main duties	

PREVIOUS EMPLOYMENT	
Name and address of employer	

Position held	
Start date	
Leaving date	
Main duties	
Name and address of employer	
Position held	
Start date	
Leaving date	
Main duties	
Name and address of employer	
Position held	
Start date	
Leaving date	
Main duties	
Name and address of employer	
Position held	
Start date	
Leaving date	
Main duties	

PERSONAL STATEMENT

Please explain your reasons for applying for this post and what experience, skills, and knowledge that you have that make you suitable for the role.

(Key skills and core behaviours will be measured in our selection process for interviews, in the first instance. Please give examples of how you have exhibited

these behaviours in your previous role(s). It is essential you address each of these in your application.

Be as specific as possible, we cannot guess or make assumptions, and will only assess your application solely on the information provided. Try to provide evidence, by giving examples where possible, of the skills, knowledge and experience contained in the person specification).

OTHER INFORMATION	
Do you currently hold a full driving licence?	Yes/No
Do you have any unspent criminal convictions under the Rehabilitation of Offenders Act 1974?	Yes/No
If yes, please give details below:	
Do you have a disability which would require adjustments to be made for you to undertake this role?	Yes/No
If yes, please give details below:	

REFERENCES: Please provide details of two referees, one of whom should be your current or most recent employer, references will not be applied for without your consent.	
Name	
Job title	
Address	
Telephone number	
Email address	
How is this person known to you?	
Name	
Job title	
Address	
Telephone number	
Email address	
How is this person known to you?	

Please return your completed application form to P Graystone, WPCCRangers Office, Windmill Road, London, SW19 5NR or via email to recruitment@wpcc.org.uk