



Commons Keeper – Guidance for applicants

Your application should include the following:

- A completed applicant information form. Your statement should describe how you meet the criteria set out in the job description and your relevant experience.
- An up-to-date copy of your CV.

Your statement is the most important part of your application. If there is a high volume of applications, the Conservators' selection panel will shortlist the candidates who have best demonstrated that they have the required skills and experience set out in the job description.

To help us understand your suitability for the role, you should provide examples of experience and specific situations where you have used the required skills and explain how you did so.

We are particularly interested in applicants with practical experience of countryside or conservation management, who enjoy working outdoors and have an interest in the protection and enhancement of habitats and wildlife.

Completed applications should be sent by email to clerk@bansteadcommons.org.uk no later than 5pm on Monday 5 October, 2026. All applications will receive a confirmation of receipt email, so please check your inbox for this.

Please note: We reserve the right to close the vacancy early if a suitable candidate is identified, so we encourage interested applicants to apply as soon as possible.

If you have any questions or queries about the position, please email clerk@bansteadcommons.org.uk or call Lucy Shea on 07942 912 858.



Banstead Commons Conservators

JOB DESCRIPTION

JOB TITLE:	Commons Keeper
SALARY:	£26 - 28,000 dependent on experience
HOURS PER WEEK:	35 hours
JOB REPORTS TO:	Clerk & General Manager

JOB PURPOSE:

To work as a Keeper for Banstead Commons Conservators, contributing to the practical management, conservation and maintenance of the four sites that make up Banstead Commons - Banstead Downs, Park Downs, Burgh Heath and Banstead Heath - 550 hectares of protected open space in the borough of Reigate and Banstead.

The successful candidate will be working in a small, dedicated team who are passionate about protecting, managing and enhancing Banstead Commons for people to enjoy and wildlife to thrive.

KEY DUTIES OF THE JOB: *These are the key responsibilities of the job. On occasion the Commons Keeper might be required to undertake other duties as deemed necessary for managing the Commons.*

Please note that relevant training and development opportunities may be provided where appropriate to support the successful candidate in developing the skills and qualifications required for the role.

SITE MANAGEMENT

To work with and support the team in delivering the practical management of the Commons in accordance with management plans, prescriptions and agreed work programmes.

To carry out practical habitat management and site maintenance activities in accordance with agreed work programmes and relevant best practice, which includes:

- To undertake practical species rich grassland and heathland management, including mowing rides and firebreaks and footpath and bridleway maintenance during the growing season.
- To undertake scrub management, including cutting, removal and control of scrub encroachment to maintain and enhance important grassland, heathland and other habitats.
- To undertake practical woodland management, including appropriate felling, coppicing, lopping, pruning and removal of vegetation, in accordance with agreed management prescriptions and relevant arboricultural and safety standards.



- To maintain signage, furniture and other site infrastructure as required.
- To undertake herbicide application where appropriate and authorised, in accordance with relevant legislation, COSHH requirements, product instructions, risk assessments and the Conservators' procedures.
- To use machinery, vehicles and equipment safely and in accordance with relevant training, risk assessments and manufacturers' instructions.
- To ensure that agricultural machinery, hand and power tools, grounds maintenance equipment and vehicles used in the course of the role are maintained in good working order; to carry out routine checks and maintenance and report mechanical or other defects to the Senior Keeper/Clerk & General Manager.
- To maintain the depot and its immediate environs in a clean, safe and orderly condition.
- To carry out regular site inspections, identify and record breaches of the Conservators' Byelaws, encroachments and other issues, and take appropriate action in accordance with procedures.
- To assist with ecological, habitat and tree surveys and other monitoring undertaken on the Commons, including recording observations and maintaining accurate records where required.
- To assist with the identification and management of tree pests and diseases, including Oak Processionary Moth and Ash Dieback, and to report concerns relating to tree health and safety.
- To support conservation grazing operations, including assisting with livestock checks, monitoring grazing areas and installing and maintaining fencing, gates and other grazing infrastructure as required.
- To assist with the identification, control and monitoring of invasive non-native species and other priority species or threats, in accordance with agreed management programmes.

EXTERNAL WORKING RELATIONSHIPS AND VISITOR ENGAGEMENT

- To represent Banstead Commons Conservators when at work and maintain good relations with local residents, Commoners, visitors and users of the Commons.
- To assist in promoting public enjoyment and understanding of the countryside at events, guided walks and the provision of interpretation materials.
- To assist with the organisation and supervision of volunteer work parties and work alongside volunteers undertaking practical conservation and management tasks on the Commons.



HEALTH AND SAFETY AND EQUALITIES

- To take reasonable care of their own health and safety and that of others who may be affected by their work, and to comply with the Conservators' health and safety policies and procedures.
- To undertake appropriate equipment checks and risk assessments before carrying out tasks and report hazards, defects and incidents promptly.
- To promote equality, diversity and inclusion and treat colleagues, volunteers, contractors and members of the public fairly and respectfully.

OTHER:

- To undertake any other duties that might reasonably be requested appropriate to the nature and responsibilities of the post.
- To undertake any relevant training for the duties of this post.



PERSONAL SPECIFICATION

Requirements	Essential / Desirable
1. Qualifications / education / training	
Full driving licence.	Essential
Qualification in countryside management or other relevant discipline, OR equivalent practical experience.	Essential
Relevant tree work, chainsaw or MEWP experience.	Desirable
Certificate in use of chainsaws and/OR willingness to undertake relevant training.	Desirable/Essential
Tractor driving experience and/or qualification OR willingness to be trained.	Desirable/Essential
PA1/PA6 or equivalent pesticide application qualification OR willingness to undertake relevant training.	Desirable
Certificate in First Aid at Work (+ Forestry) OR willingness to undertake relevant training.	Desirable
2. Experience and Knowledge	
At least one year's practical experience of working in an outdoor environment, including experience of working in variable weather and ground conditions.	Essential
Experience of the safe use, care and routine maintenance of hand tools, power tools, plant and machinery.	Essential
Good understanding of health and safety requirements and the ability to work safely in accordance with risk assessments, for example COSHH assessments, method statements and relevant procedures.	Essential
Basic computer literacy, including the ability to use email and Microsoft Word/Excel or equivalent systems for recording information and completing basic administrative tasks.	Essential
Experience in habitat management, including heathland/woodland and other countryside management activities, and experience of delivering work in accordance with site management plans and work programmes.	Desirable
Knowledge of current countryside and conservation issues, relevant countryside legislation and environmental management practices.	Desirable
Experience of working alongside volunteers, community groups and other not for profit organisations.	Desirable
3. Skills and abilities	
Ability to work outdoors throughout the year and undertake practical work across rough and varied terrain.	Essential
Ability to work as part of a team and alone and unsupervised.	Essential
Able to work independently and use own initiative to solve problems with minimal supervision.	Essential
Demonstrable ability to communicate effectively with colleagues and professionally with members of the public, residents, Commoners, volunteers and other stakeholders.	Essential



High standards of work and attention to detail, with the ability to work consistently within agreed procedures, management prescriptions and guidelines.	Essential
4. Other	
Demonstrates personal integrity and a commitment to treating colleagues, volunteers and members of the public fairly and respectfully.	Essential
Willingness to work flexibly and work on some weekends when requested.	Essential
A demonstrable interest in nature conservation, habitat management and the protection and enhancement of the natural environment.	Essential