



## Job Description

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### Site Management Officer (Major Projects Saltmarsh) Grade: 9

**Directorate:** Major Projects

**Location:** WWT Slimbridge with regular travel to projects in the Severn Estuary

**Reporting to:** Head of Major Projects (Saltmarsh)

**Main function of post:** Responsible for the day to day site management and maintenance of WWT sites during all phases of development by Major Projects. To include setting up and maintaining all site management assets and the supervision of on site management by farmers, graziers and contractors. To include site monitoring, management of a volunteer team, and supporting habitat design and project engagement, communications and promotion

**Supervisory responsibilities:** Contractors/volunteers

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### Responsibilities of the post

1. Responsible for the day to day site management and maintenance of WWT sites, during all phases of the project delivery of major, landscape scale saltmarsh restoration projects managed by Major Projects, working closely with Senior Project Managers.
2. Manage all farmers, graziers and management agreements related to agricultural or habitat management on development sites, working with land agents and seeking legal advice as required.
3. Responsible for acquisition and maintenance of relevant accommodation, equipment and assets necessary to undertake day to day site management and maintenance during site development.
4. Work closely with neighbouring landowners, communities and site management partners.
5. Work closely with the WWT Operations and Conservation teams to ensure interim best practice site management and transition of management and maintenance responsibility on project completion.
6. Manage and supervise consultants and contractors on site, ensuring all operations are undertaken safely and in due consideration of local communities and relevant planning and legal requirements.

7. Establish and deliver site baseline and recording systems at saltmarsh solution sites (to include Wetland Bird Surveys, Breeding Bird Surveys, dead bird monitoring, hydrological monitoring, mammals, fish, and invertebrate surveys and phase 1 habitat surveys, supervising contributing volunteers and specialist surveyors as appropriate.
8. Provide advice to outline and detailed design of sites, particularly in relation to requirements for future site management and maintenance, including elements for public access and engagement.
9. Be a local ambassador for WWT supporting engagement with stakeholders at every level, promoting the project and contributing to media content and promotion.
10. Assist with the development of local volunteers providing leadership where relevant to enable every volunteers' contribution to be maximised by ensuring that the appropriate levels of direction and support are provided.
11. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.
12. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.
13. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

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**Date raised: May 2025**

**Amended:**

# Person Specification

## 1. Qualifications

### ***Essential:***

- Degree level qualification in relevant subject or significant equivalent experience
- Qualifications/current certification for the use of equipment and vehicles relevant to conservation site management and working on construction sites.
- Relevant qualifications for the identification and monitoring of key taxa
- Current driving licence as the ability to travel to other locations is essential

### ***Desirable:***

- Degree or equivalent higher qualification in conservation management or related subject

## 2. Experience

### ***Essential:***

- Experience in the design, development and practical long-term nature conservation management
- Working with landowners, land agents, farmers and graziers in conservation land management, including application and administration of complex agri-environment schemes.
- Working with contractors on major groundworks projects
- Working with stakeholders at all levels, including community engagement.
- Demonstrable expertise in design, setting up and implementation of site species and habitat monitoring across multiple taxa and habitat types.
- Use of Microsoft suite

### ***Desirable:***

- Expertise in monitoring of multiple taxa, including wetland birds
- Experience of working generally in wetland conservation and a broad understanding of coastal wetlands in general and how they can be designed and managed to secure different benefits for people and nature.
- Previous expert advisory roles on habitat management
- Particular understanding of the unique character of the Severn Estuary.
- Previous experience with local conservation groups and other stakeholders with responsibilities or interests in the Severn Estuary.

## 3. Managerial & Supervisory

**Essential:**

- Development and management of volunteer teams engaged in practical site management and monitoring

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers	20 plus	40 plus
Casual Workers	0	0
Contractors/graziers	0	10 plus

## 4. Responsibility

**Essential:**

- Ability to advise and to implement acquisition of site assets and equipment
- Support the application and management of complex grants of high value

**Levels of Responsibility:**

Type of Responsibility	Level (£'s)
Budget Responsibility	£10000
Income	Agri-environment up to £250K
Project Size (normally managed)	
Assets (required for job, exc. buildings)	£20,000
Visitors (number per annum)	N/A

## 5. Creative Ability

**Essential:**

- Ability to apply a deep understanding of habitat and other requirements in the novel design of new wetland habitats on a landscape scale.
- Ability to think out of the box and provide practical solutions to complex problems.

***Desirable:***

- Knowledge and networks of local experts and organisations who may provide options and solutions to challenges with project deliver.

## **6. Contact**

***Essential:***

- Ability to liaise with, instruct and direct contractors in project delivery
- Ability to engage with stakeholders at every level in the delivery of the project
- Personable – an ability to engage farmers, graziers, land agents and community members local to sites positively and effectively, even where they may be concerned or strongly resistant to proposals and change
- Comfortable with communications/media work across multiple platforms in the promotion of projects
- To work collaboratively with all project team members and multiple WWT teams

## **General Notes**

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.