



Job Description

Reserve Warden

Grade: 6

Directorate: Operations

Location: WWT Welney Wetland Centre

Reporting to: Site Manager

Main function of post:

To deliver the smooth and effective management of all aspects of WWT Welney nature reserve, with particular responsibility for habitat management, ecological monitoring & site infrastructure. Play a key role in delivering guided walks and events and to promote and supervise volunteers. You will also be expected to carry out shepherding duties of the livestock

Supervisory responsibilities: Assistant Wardens, volunteers, contractors, consultants and work experience placements.

Responsibilities of the post

1. Implement the reserve management plan to ensure the wet-grassland habitats are delivering on the sites objectives and compliance obligations. Provide annual reports on reserve management and help develop an annual works programme for the management of the reserve
2. To be responsible for undertaking and oversee species survey and monitoring work to ensure the site objectives are met. This includes breeding bird surveys, WeBS and other national surveys as required
3. Operate and maintain site infrastructure in line with agreed procedures and guidelines including paths, hides, fencing, water level control structures, interpretation and all further infrastructures which may be added to the site.
4. Operate machinery with proper regard to safety regulations in accordance with WWT's Health & Safety procedures. Using all tools safely and correctly and to observe and apply Health and Safety regulations at all times, including daily risk assessments and machinery checks.
5. To work with the Grazing Officer to assist with cattle management and shepherding duties
6. Supervise contractors to carry out work on site safely and legally in line with reserve management objectives

7. To support species recovery projects where applicable for example black-tailed godwits and tansy beetle.
8. Implement predator and pest control in accordance with legal and WWT guidelines.
9. To supervise the management of volunteers and volunteer work parties engaged in monitoring and site management, to induct, train and supervise reserve volunteers and trainees on work experience ensuring that they have a positive volunteering experience.
10. Assist in the engagement strategy by leading guided walks, assisting at events and delivering inspiring engagement activities for our visitors across different media to enhance the profile of WWT Welney.
11. To act as a Duty Manager on rotation.
12. 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.
13. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
14. 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.

Date raised: July 2006

Amended: January 2025

Person Specification

1. Qualifications

Essential:

- Good basic education to GCSE standard or equivalent, including English and Mathematics
- Full, current driving licence

Desirable:

- First aid at work
- PA1, PA6, PA6AW herbicide spraying certificates.
- Tractors, brush cutters, sit-astride ATV, chainsaw, 4x4 certificates

2. Experience

Essential:

- Demonstrable experience of lowland wet grassland ecology and land management techniques
- Demonstrable experience of nature reserve management
- Demonstrable experience of species monitoring especially breeding waders
- Experience of managing volunteers
- Working knowledge of Health and Safety at work

Desirable:

- Experience of giving guided walks and public speaking
- Demonstrable experience of cattle husbandry
- Good IT skills including MS Word, Outlook and Excel.

3. Managerial & Supervisory

Essential:

- Ability to assist in the recruitment, training and induction of staff and volunteers.
- Experience in completing appropriate health and safety risk assessments for volunteers and work parties.
- Ability to undertake training and development of reserves personnel.
- Positive and proactive approach
- Excellent team player and leader

Type of team member	Number managed	Number supervised
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	(No. of direct reports)	
Employed staff	0	0
Volunteers	0	25
Casual Workers	0	0

Desirable:

- Proven ability to manage people
- Proven ability to motivate and get the best out of the team

4. Responsibility

Essential:

- Ability to make independent decisions and support with reasoning behind the decision
- To assist with the day to day running of a high-profile site.
- Responsible for the maintenance of reserve equipment and ensuring records are kept up to date.
- Proven ability to work individually and part of a team

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	£1000
Income	
Project Size (normally managed)	Small
Assets (required for job, exc. buildings)	£10000
Visitors (number per annum)	30,000

5. Creative Ability

Essential:

- To engage and interact with visitors in an informative and creative manner especially when delivering talks and walks.
- Ability to prioritise and adapt quickly to a variety of tasks as part of this diverse role.
- Motivate volunteers and to get the best out of people.
- To be resourceful and creative in the management of Welney reserve.

6. Contact

Essential:

- Ability to work and communicate at all levels both internally and externally
 - Ability to engage with the public through both formal and informal talks
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General Notes

This position requires a flexible approach to working hours to meet the needs of the job. Some work at weekends, on statutory holidays and outside normal office hours will be required.

The ability to travel to other WWT locations is a requirement of the post.