



Job Description

Reserve Manager

Grade: 9

Directorate: Operations

Location: WWT Slimbridge

Reporting to: Operations & Facilities Manager

Main function of post: To manage the nature reserve at WWT Slimbridge, including the development and conservation/agricultural management of habitats, management of site infrastructure, and species monitoring. This role also supports the WWT Slimbridge engagement strategy, delivering excellent customer service and public talks.

Supervisory responsibilities: Reserve wardens, site volunteers, corporate volunteers, placement students, contractors, consultants.

Responsibilities of the post

Responsibilities of the Post:

1. Habitat and Species Management:

- Manage habitats and species on the Slimbridge reserve, ensuring compliance with all regulations and conditions, including those related to the site's protected status and RPA agreements (e.g., SSSI consents, agricultural grant income, and stewardship agreements).
- Write, implement, and be accountable for the site's conservation management plan, managing it in CMSi to provide annual reports and develop annual work programs.
- Undertake species and habitat monitoring as detailed in the management plan, collating and analysing data to inform reserve management.

2. Site Infrastructure Management:

- Operate and maintain site infrastructure, including paths, hides/observatories, fencing, water level control structures, waymarking, interpretation, and any additional infrastructure.
- Supervise contract labour, plant, and machinery on the reserve.

3. Agricultural Management:

- Develop, implement, and manage agreements with agricultural contractors and tenants to fulfil the conservation management plan.
- Manage the health, safety, and security of livestock on the reserve.

4. Team Leadership and Volunteer Management:

- Provide leadership to staff and volunteers, ensuring appropriate levels of direction and support through professional line management.

- Manage and support volunteers, volunteer parties, placement students, and other WWT staff engaged in monitoring and site management.
- 5. **Health and Safety:**
 - Ensure the health, safety, and wellbeing of everyone in the department, creating a safe environment for staff, volunteers, and visitors by implementing WWT's health and safety policies and guidelines.
- 6. **Budget Management:**
 - Prepare and manage the reserve department budget, including detailed checking of monthly accounts, monitoring expenditure, and maintaining cost control.
- 7. **Visitor Engagement:**
 - Assist in engaging visitors with key site/WWT messages, including guided walks, events and talks.
- 8. **Additional Responsibilities:**
 - Implement anti-poaching controls and monitor any wildfowling activities on adjacent land.
 - Use strimming and spraying equipment, chainsaws, dumpers, and tractors in accordance with WWT's Health & Safety procedures.
 - Perform duty management responsibilities for the whole Slimbridge site on a rota basis, including some weekend working.

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: October 2024

Amended:

Person Specification

1. Qualifications

Essential:

- Professional qualification at degree/diploma standard or equivalent in conservation/countryside management
- Full current driving license

Desirable:

- Working knowledge of Health and Safety at work
- LANTRA brush cutter certificate or equivalent.
- Chainsaw, firearms, spraying, tractor/machinery licenses/certification
- Knapsack Spraying.
- Bird Ringing License at level C' or higher.
- First aid certificate

2. Experience

Essential:

- Extensive and demonstrable experience of managing large areas of land under conservation objectives
- Excellent field skills in at least one major group (botanical, birds, invertebrates etc)
- Good IT skills, competent with Microsoft office programs and experience of working with species databases.
- Working with agricultural contractors, tenants and/or graziers
- Development and implementation of conservation site management plans
- Development and implementation of site monitoring programmes
- Managing and working with volunteers
- Experience of maintaining relationships with stakeholders and local communities
- Experience of managing conflicting demands

Desirable:

- Experience of delivering engagement activities to the public
- Project management experience
- Experience of setting and managing budgets
- Experience of Recorder 6, electronic WeBS submissions and working knowledge of CMSi/CMS
- Working with and liaising with outside organizations such as Natural England, Environment Agency and Internal Drainage Board
- Experience of Agri-environmental schemes.

3. Managerial & Supervisory

Essential:

- Experience in managing the life cycle of a team member to include recruitment, appraisals and performance management including holding difficult conversations
- Ability to manage a team of staff, volunteers and contractors in accordance with WWT policies, procedures and standards

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	2	0
Volunteers	10	Daily 1-10, occasional groups of 1-20
Casual Workers	0	Up to 2

4. Responsibility

Essential:

- Responsible for ensuring all consents are in place ahead of works on the reserve e.g. Environment Agency and Natural England and that all reserve work is carried out legally, with particular regard to species law and licensing requirements
- Responsible for delivery of the Higher Level Stewardship agreement
- Ensure all relevant WWT Standard Operating Procedures are followed
- Requirement for operating large and complex infrastructure and machinery
- Undertake predator control.
- Responsibility for ensuring cross compliance with regard to grant agreements
- Represent WWT on walks, talks and tours. General public interactions, VIPs and specialists, giving a high impact in the center and externally.
- Collecting payment, handling cash
- Undertake disease monitoring, acting independently, on occasions representing WWT and best practice.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£50k, plus project budgets

Cash Handling	£5k pa
Assets (required for job, exc. buildings)	£30k, buildings and equipment
Visitors (per annum)	12-15,000 visitors directly through walks and talks, significant impact on other visitors 250,000 plus social media

5. Creative Ability

- Ability to find creative solutions to problems
- Ability to use initiative and prior knowledge to identify opportunities for improving the management of the reserve
- Ability to deliver engaging walks and talks

6. Contact

Essential:

- Non-routine contact with other departments and external bodies is a regular part of the job role, this will include dealing with:
 - Agricultural tenant grazers and contractors
 - Visitors
 - Local bodies/groups
 - Local residents

Desirable:

- Experience at representing organisations in the media.

General Notes

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

Whilst this post is based at WWT Slimbridge, some travel may be necessary therefore a current driving licence is essential as is willingness to travel to other WWT Wetland Centres.

The work is often of a physical nature requiring a degree of fitness.

Occasional short stays away from home whilst working at other Centres may be required.