



Job Description

Interim Reserve Manager

Grade: 8

Hours: 30 hours per week (annualised). Working hours will vary seasonally in line with operational demands, including weekends and bank holidays on a rota basis

Directorate: Operations

Location: WWT Llanelli Wetland Centre

Reporting to: Centre Manager

Main function of post: To lead the management of the 400-acre nature reserve at WWT Llanelli Wetland Centre for the benefit of wildlife and visitors. This includes habitat management aligned with Sustainable Farming Scheme (SFS) objectives, infrastructure maintenance, species and habitat monitoring, invasive species control, and the development and delivery of conservation projects.

As a Head of Department, the post holder will manage the reserve budget, contribute to weekly management meetings, and undertake regular Duty Manager responsibilities.

The role operates within a matrix management structure, requiring close collaboration with internal teams and external partners to deliver shared organisational objectives. The post holder will champion sustainable ways of working, ensuring environmental, financial, and operational sustainability principles are embedded across all aspects of reserve management

Supervisory responsibilities: Line management of the Reserve Team including the Reserve Wardens, placements and volunteers.

Responsibilities of the post

Reserve Management

- Deliver the site's Conservation Management Plan and lead the development of a revised plan in collaboration with the WWT Reserves Management Team.
- Plan and implement annual work programmes, monitoring progress and adapting delivery as required.
- Manage habitats and species in compliance with legislation, site designations (e.g. SSSI), and agri-environment schemes including the Sustainable Farming Scheme.
- Lead the transition into and delivery of the Sustainable Farming Scheme, including annual claims in partnership with NRW and land agents.

- Oversee practical habitat management, including grazing, planting, scrub control, reedbed management, and waterbody maintenance.
- Ensure effective species and habitat monitoring, using data to inform adaptive management.
- Lead the monitoring and control of Invasive Non-Native Species (INNS).

Infrastructure & Operations

- Oversee the maintenance and operation of all reserve infrastructure, including paths, hides, fencing, signage, and water control systems.
- Ensure safe, compliant, and efficient use and maintenance of machinery, vehicles, and equipment.
- Work collaboratively with contractors, tenant graziers, and partners to deliver management objectives.

People Management

- Line manage the Reserve Wardens and lead the wider Reserve Team.
- Recruit, support, and develop volunteers, including corporate volunteer groups.
- Promote a positive, inclusive, and high-performing team culture.
- Ensure safe systems of work are in place and consistently applied.

Projects & Partnerships

- Plan and deliver conservation projects in line with WWT project management processes.
- Work across WWT teams within a matrix structure to ensure projects align with organisational priorities and deliver maximum impact.
- Secure consents, manage budgets, procure equipment, and supervise contractors as required.
- Build and maintain strong relationships with neighbours, partners, and stakeholders, including active participation in the Carmarthenshire Nature Partnership.

Visitor Engagement

- Support the delivery of an excellent visitor experience through guided walks, events, and public engagement activities.
- Ensure reserve management supports and enhances visitor access and engagement where appropriate.

Health, Safety & Sustainability

- Ensure the health and safety of staff, volunteers, contractors, and visitors.
- Maintain and regularly review risk assessments and safe systems of work.
- Embed sustainability principles into all aspects of reserve management, including resource use, procurement, land management, and project delivery.
- Promote environmentally responsible and efficient working practices across the team.

Financial & Duty Management

- Manage the reserve budget in line with WWT financial procedures and support annual budget planning.
- Ensure value for money and sustainable use of resources.
- Undertake Duty Manager responsibilities, including:
 - Opening and closing the centre

- Cash handling and reconciliation
- Responding to incidents (First Aid, complaints, etc.)
- Participation in weekly Head of Department meetings

Ways of Working

- Operate effectively within a matrix management structure, collaborating with central and site-based teams to deliver shared outcomes.
- Build strong internal relationships to align conservation, visitor experience, and operational priorities.
- Demonstrate flexibility in working patterns in line with annualised hours and seasonal operational demands.
- Contribute to a culture of continuous improvement, innovation, and knowledge sharing.
- Take a proactive, solutions-focused approach to challenges and opportunities.

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: April 2026

Amended:

Person Specification

1. Qualifications

Essential:

Degree, diploma, or equivalent experience in conservation or countryside management

Desirable:

- Relevant machinery/equipment certifications (e.g. chainsaw, spraying, tractor)
- Qualification in a natural science subject
- First Aid certification

2. Experience

Essential:

- Experience managing land for conservation within a recognised organisation
- Strong practical habitat management skills
- Experience using and maintaining tools and machinery
- Excellent bird identification skills
- Broad knowledge of UK flora and fauna
- Experience planning and delivering reserve work programmes
- Strong understanding of habitat management and ecological principles
- Experience working with contractors, tenants, and graziers
- Report writing and data management skills
- Project and budget management experience
- Competent in standard IT applications

Desirable:

- Experience controlling INNS (e.g. *Crassula helmsii*, *Azolla filiculoides*, *Myriophyllum aquaticum*)
- Knowledge of environmental legislation
- Experience with iRecord and WeBS submissions
- GIS skills
- Experience developing monitoring programmes and management plans
- Experience working with organisations such as Natural Resources Wales
- Experience contributing to biodiversity partnership

3. Managerial & Supervisory

Essential:

- Ability to manage and motivate staff, volunteers, contractors, and partners
- Strong leadership and teamworking skills
- Ability to work independently with minimal supervision
- High levels of motivation, resilience, and adaptability

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	2	0
Volunteers	0	20
Casual Workers	0	0

4. Responsibility

- Responsibility for a high-profile visitor site
- Operation and oversight of complex infrastructure and machinery

Financial Responsibility:

- Expenditure (excluding payroll): £30–40k plus project budgets
- Cash handling: up to £5k
- Equipment/assets: approximately £30k

5. Creative Ability

- Strong problem-solving and decision-making skills
 - Ability to identify and implement improvements in reserve management
- Proactive, flexible, and solutions-focused approach

6. Contact

Regular engagement with:

- Agricultural tenants, graziers, and contractors
- Visitors and the general public
- External organisations including Natural Resources Wales, Carmarthenshire County Council, and conservation partnerships

General Notes

- Based at WWT Llanelli Wetland Centre
- Weekend and public holiday working required on a rota basis
- A full driving licence is desirable