



## Job Description

### Assistant Reserve Warden

**Grade:** 4

**Directorate:** Operations

**Location:** WWT Llanelli Wetland Centre

**Reporting to:** Reserve Manager

**Main function of post:** To assist in the management of the nature reserve at WWT Llanelli, including the management of habitats, maintenance of infrastructure, survey and monitoring, and supervision of volunteers.

**Supervisory responsibilities:** Up to 15 volunteers.

### Main duties of the post

#### Reserve & Habitat Management

- Assist with the day-to-day running of the nature reserve under the supervision of the Reserve Manager and Reserve Warden.
- Support habitat management in line with the WWT Llanelli Reserve Management Plan and agri-environment schemes, including hedging, coppicing, pond clearance, tree felling, reedbed cutting, scrub, and rush control.
- Assist with the control of invasive non-native species.
- Support daily livestock checks and the husbandry of sheep, cattle, and ponies.

#### Infrastructure & Site Maintenance

- Assist in the operation and maintenance of site infrastructure, including paths, hides, fencing, water level control structures, and interpretation.
- Carry out routine maintenance tasks to ensure the reserve remains safe and accessible.

#### Surveys, Monitoring & Biosecurity

- Carry out a wide variety of survey and monitoring programmes, including butterfly, dragonfly, WeBS, and breeding bird surveys.
- Use databases to record and interpret survey data to help inform reserve management.
- Carry out surveillance and follow biosecurity protocols for Avian Influenza and other wild bird diseases.

#### Visitor Engagement & Communications

- Assist with guided walks and engage positively with visitors on a daily basis.

- Support the delivery of WWT's engagement strategy and key messages through events, talks, and media-related activities.
- Update the WWT website and reserve information with species sightings.

### **Volunteers & Team Support**

- Assist with the supervision of volunteers, work experience placements, and volunteer groups engaged in monitoring and site management.
- Support other visitor centre staff as required.

### **Health, Safety & Machinery**

- Operate machinery and tools safely in line with WWT Health & Safety procedures, including daily checks and risk assessments.
- Act in accordance with the Trust's Health & Safety Policy to ensure the safety, welfare, and enjoyment of visitors, staff, and volunteers.

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:** September 2022

**Amended:** January 2026

# Person Specification

## 1. Qualifications

### *Essential:*

- Good basic education to GCSE standard (grades A – C) or equivalent
- Full UK driving licence

### *Desirable:*

- Environmental science qualification (and/or relevant experience)
- Brushcutter, chainsaw, and pesticide spraying certificates (NPTC/Lantra or equivalent)
- First Aid at Work qualification
- Fluent Welsh speaker
- Training in GIS software

## 2. Experience

### *Essential*

- Nature conservation or land-management experience, including use of machinery and power tools
- Experience of reserve management practices (e.g. hedging, coppicing, conservation grazing)
- Experience of interacting with the general public
- Good bird identification skills
- Broad knowledge of British flora and fauna
- Experience of ecology survey methods (e.g. WeBS, breeding bird surveys)
- Computer skills (word processing and spreadsheets)
- Experience supervising volunteers

### *Desirable*

- Estate skills (e.g. fencing, infrastructure maintenance)
- Wetland habitat management experience
- GIS software experience
- Leading guided walks or public engagement activities
- Supervising contractors
- Livestock management experience

## 3. Managerial & Supervisory

### *Essential:*

- Ability to supervise volunteers
- Ability to work to agreed health and safety procedures
- Motivated and proactive
- Excellent team player

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

## 4. Responsibility

### *Essential:*

- Assist with day-to-day running of the reserve, reporting issues relating to visitors, infrastructure, or livestock
- Support reserve operations when senior staff are off-site, reporting to the Centre Duty Manager
- Responsible for safe use and maintenance of tools and machinery
- Assist with survey and disease surveillance work
- Work unsupervised and make informed decisions
- Use initiative to identify and prioritise tasks
- Manage own time flexibly and effectively

### *Levels of Responsibility:*

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£100
Cash Handling	£50
Assets (required for job, exc. buildings)	£1,000
Visitors (per annum)	55,000

## 5. Creative Ability

### *Essential:*

- Use initiative when dealing with issues
- Find practical, creative solutions to problems
- Identify opportunities to improve reserve management

## 6. Contact

### *Essential:*

- Regular interaction with the public
  - Ability to raise concerns appropriately
  - Strong communication and teamwork skills
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## **General Notes**

This is an annualised hours contract based on an average of 30 hours per week. Salary will be paid in equal monthly amounts.

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

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