



## Job Description

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### Seasonal Grounds Assistant

**Grade:** 4

**Directorate:** Operations

**Location:** WWT Arundel Wetland Centre

**Reporting to:** Living Collection & Grounds Manager

**Main function of post:** To assist the team in delivering a great visitor experience, by keeping public areas safe and well maintained, including collection areas.

**Supervisory responsibilities:** Volunteers and work experience students.

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### Main duties of the post

1. To carry out site maintenance tasks under the supervision of the Living Collection & Grounds Manager or Supervisor.
2. To assist in the maintenance of designated areas (car park, play areas, picnic areas, etc). This will include mowing, strimming, planting, fencing, gates, pathways, hides, hedging, pollarding & coppicing.
3. To ensure the maintenance of tools, equipment and vehicles comply with WWT safety policy and licensing laws.
4. To operate all machinery and tools with proper regard to safety regulations and maintenance schedules.
5. Daily path and rail cleaning and gritting in the winter, bins, litter picking, hand sanitizers, hand washing station and restaurant tables and picnic benches.
6. To assist with the Living collection team as necessary, potentially assisting with public talks.
7. To assist with pest control in collection areas, in accordance with legal & WWT guidelines.
8. Assist with checking and maintaining all boundaries and electric fences.
9. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.

10. 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.
11. 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.
12. To ensure personal compliance with WWT's agreed corporate identity. This to include uniform as well as printed material.

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:** February 2023

**Amended:** April 2025

# Person Specification

## 1. Qualifications

### **Essential:**

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

### **Desirable:**

- A National Certificate or Diploma in Animal Care.
- LANTRA Tractor or Brush cutter certified.

## 2. Experience

### **Essential:**

- Experience of working with birds.
- Experience of working in visitor services environment.
- Experience of maintenance and cleaning duties.
- Prior experience of using horticultural machinery such as tractors, strimmers, mowers etc.

### **Desirable:**

- Experience of record keeping.
- Experience of public speaking.
- Good IT skills including MS Excel, Outlook & word.

## 3. Managerial & Supervisory

### **Essential:**

- None

| Type of staff               | Number managed | Number supervised |
|-----------------------------|----------------|-------------------|
| Employed Staff              | 0              | 0                 |
| Volunteers / Casual Workers | 0              | 0                 |
| Contractors                 | 0              | 0                 |

## 4. Responsibility

### **Essential:**

- Ability to work independently under general work instructions.
- Ability to adhere to Health and Safety regulations to ensure the safety and welfare of colleagues and visitors
- Responsible for maintaining a high standards of cleanliness throughout the grounds

### **Levels of financial responsibility**

| Type of Responsibility                    | Level (£'s) |
|-------------------------------------------|-------------|
| Expenditure (exc. payroll)                | 0           |
| Cash Handling                             | 0           |
| Assets (required for job, exc. buildings) | 0           |
| Visitors (per annum)                      |             |

## 5. Creative Ability

### **Essential:**

- To assist in ensuring public facing areas are suitably maintained for public viewing.
- Ability to use initiative and prioritise tasks
- Ability to find solutions to problems relating to maintenance

### **Desirable:**

- The ability to originate ideas where creativity is required.

## 6. Contact

### **Essential:**

- Excellent communication skills.
- Able to interact on a daily basis with the public.

### **Desirable:**

- Experience of giving presentations.
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