



Job Description

Senior Living Collection Keeper

Directorate: Operations

Reporting to: Grounds and Facilities Manager

Grade: 6

Location: WWT Castle Espie Wetland Centre

Main function of post: Responsible for the welfare and husbandry of animals within our collection meeting Zoo Licence requirements, supporting WWT's Visitor Engagement Strategy and specific Castle Espie Wetland Centre objectives. To lead the day-to-day operation and collaborate with the development and maintenance of all areas of the living collection. To supervise the collections team working closely with other departments to assist operational improvements across the site and achieve an amazing, surprising, inspiring and engaging visitor experience.

Supervisory responsibilities: Up to 10 Volunteers, up to 2 Living Collection staff and casual staff.

Responsibilities of the post

1. To take full responsibility for the health and wellbeing of the living collection and ensure all animal husbandry and welfare meets the highest standards at all times, in accordance with the Zoo Licensing Regulations (Northern Ireland) and that recommendations from regular WWT Vet and Head of Living Collection inspections are implemented within agreed time frames.
2. To interact and engage with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to the living collection and wetlands. Developing and delivering daily talks, hand feeding, signage, liaising with media and assisting with events when required.
3. To ensure the health, safety and wellbeing of everyone in the team you supervise is an integral part of how they work, creating a safe environment for staff, volunteers and visitors by implementing WWT's health and safety policies and guidelines.
4. To supervise all staff and volunteers in the Living Collection team enabling every team member's contribution to be maximized by ensuring the appropriate levels of direction and support are provided in line with WWT's people frameworks, creating job lists, managing daily tasks and represent WWT Castle Espie at living collection managers meetings.
5. Recruit, manage and develop a highly motivated and enthusiastic team of volunteers and placement students, ensuring they all have the appropriate training and development opportunities to become fully compliant in their roles.

6. Take a leading role in the detailed management of the living collection populations including animal transfers, nest and egg monitoring, rearing and care. Liaising with the local DAERA team for egg control licences and the local authority for annual visits and for periodical Zoo Licence Inspections
7. Responsible for roll call and health check of the living collection including administration of medicines, their storage, monitoring of stock and observation of bird behavior including catching/handling of birds and liaising with WWT and local vets should one of the birds show signs of illness.
8. Take responsibility for safety checks of equipment, vehicles and machinery under their charge and keep accurate records reporting defects to the Grounds and Facilities Manager
9. Take full responsibility for pest and predator management in the Living Collection including maintenance, checks of perimeter fencing, and deploying WWT approved pest and predator control measures when required.
10. Responsible for vegetation and water level control including strimming, spraying, pruning, pollarding, hedging and checking of water levels, including pumps, stanks and grids and keeping records of water abstracted.
11. Responsible for the collection bird census, including inputting data onto the ZIMS animal record system.
12. Deputise for the Grounds and Facilities Manager in all aspects of the day to day management of the birds and physical aspects of the Living Collection including security.
13. Assist with end of day clearing visitors from the Living Collection, checking gates and buildings and assist with Duty Management duties if required.
14. 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.

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: March 2024

Amended: May 2024

Person Specification

1. Qualifications

Essential:

- Good basic education to GCSE (A-C including English and Maths)
- Full driving licence

Desirable:

- Animal care qualification
- Herbicide spraying certificate.
- First aid qualification
- Brush cutting & strimming certificate

2. Experience

Essential:

- Knowledge of birds and plants
- Experience of working with a collection of Avian species as part of a team
- Experience in general grounds maintenance

Desirable:

- Experience in pest and predator fencing and control techniques.
- Interest in conservation/environmental matters
- Experience of working at a visitor attraction.

3. Managerial & Supervisory

Essential:

- Proven experience of supervising staff/volunteers

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	Up to 2
Volunteers and placement students	Up to 10 on any day	
Casual Workers	0	4

Desirable:

- Knowledge of preparing risk assessments would be an advantage.
- Understanding of development plans

4. Responsibility

Essential:

- Work largely from their own initiative, with guidance from the Grounds and Facilities Manager.
- Work unsupervised for the majority of their time and be required to complete tasks, such as fence installation, strimming, cutting, and clearing vegetation to a consistently high standard.
- Responsibility for the safety checks of all vehicles, equipment and machinery in their charge, reporting any faults.
- Shared responsibility for the upkeep of grounds infrastructure and collection birds.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	
Income	
Project Size (normally managed)	Small/medium
Assets (required for job, exc. buildings)	Collection birds and machinery equipment £15k Approx
Visitors (number per annum)	45,000

5. Creative Ability

Essential:

- High ability to originate ideas and bring creative thought to bear is an essential job requirement.
- Able to adapt to changes in work procedures and problem solving.
- Able to organize and plan work routine.
- To be able to support the project management of new projects in the grounds and exhibit areas.

Desirable:

- To develop and deliver talks and provide information to visitors.

6. Contact

Essential:

- Communication is mainly with other WWT departments and centres and outside contractors.
- Excellent communication skills both written and verbal.
- Ability to enthuse the visiting public through engaging talks about WWT living collections and

grounds

- Ability to liaise with external authorities such as DEARA, APHA, the Local Authority and Local Veterinary Practice.
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General Notes

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