

### Assistant Warden

**Grade:** 5

**Directorate:** Operations

**Location:** WWT Welney Wetland Centre

**Reporting to:** Warden

**Main function of post:** To assist with the activities associated with the successful operation of the reserve, including ecological recording and surveying, habitat management, estate maintenance and cattle checks. You will also play a key role in leading guided walks, assisting with events and to promote and supervise volunteers. Also, support other departments in the visitor centre and carry out a duty manager role.

**Supervisory responsibilities:** Casual staff, Volunteers and Contractors

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### Responsibilities of the post

1. Assist in the implementation of the reserve management plan to ensure the wet-grassland habitats are delivering on the sites objectives and compliance obligations.
2. Assist in species survey work in including breeding bird surveys, WeBS, winter swan count and non-avian surveys.
3. Assist in the maintenance of the reserve estate to ensure efficient and safe operation and use
4. Operate and maintain a variety of machinery with a high regard to safety regulations, use all tools safely and correctly and observe and apply Health and Safety regulations at all times.
5. To work with the Grazing Officer to assist with cattle management and shepherding duties.
6. To undertake commentated swan feeds, guided walks and to actively liaise with WWT visitors on a daily basis.
7. To prioritise workloads and implement the reserve work programs at busy times.
8. To work alongside volunteers and work experience students encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
9. 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.

10. 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.
11. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
12. To support other departments in the visitor centre and carry out a duty manager 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.

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**Date raised:** March 2025

**Amended:**

# Person Specification

## 1. Qualifications

### Essential:

- Good basic education to GCSE standard or equivalent, including English and Mathematics
- Full, current driving license
- LANTRA or equivalent qualification: Brushcutter
- Capable and willing to attend training courses to meet the requirements of the role

### Desirable:

- First aid at work
- LANTRA or equivalent qualification: ATV
- LANTRA or equivalent qualification: 4x4
- LANTRA or equivalent qualification: PA1 & PA6
- LANTRA or equivalent qualification: Tractor

## 2. Experience

### Essential:

- Practical land management experience
- Knowledge of UK wetland species
- Maintenance and use of machinery, tools and equipment.
- Be able to communicate effectively
- Working with the general public
- Team working skills
- Biological fieldwork skills including WeBS counts and breeding bird surveys.

### Desirable:

- Demonstrable experience of competent livestock management.
- Experience of lowland wet-grassland land management techniques
- Experience of giving guided walks and public speaking
- Good IT skills including MS Word, Outlook and Excel.

## 3. Managerial & Supervisory

**Essential:**

- Experience of supervising volunteers

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers	0	25
Casual Workers	0	0

**4. Responsibility****Essential:**

- Well organised and be able to manage own time
- Able to work alone and work within a multi-disciplined team.

***Levels of Responsibility:***

Type of Responsibility	Level (£'s)
Budget Responsibility	£500
Income	
Project Size (normally managed)	n/a
Assets (required for job, exc. buildings)	£10000
Visitors (number per annum)	30,000

**5. Creative Ability****Essential:**

- Problem solving and coming up with well thought through practical solutions

**6. Contact**

**Essential:**

- Ability to raise concerns to supervisor in a timely manner
  - Ability to work and communicate at all levels both internally and externally
  - Ability to engage with the public through both formal and informal talks
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**General Notes**

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