



Job Description

Living Collection Keeper

Grade: 5

Directorate: Operations

Location: Castle Espie Wetland Centre

Reporting to: Grounds & Facilities Manager

Main function of post: To assist Castle Espie WWT collection manager in the delivery of team objectives and general avicultural duties as directed. To comply with the highest standards of welfare in accordance with zoo licensing regulations and WWT policies and procedures. To support the implementation of Castle Espie's Living Collection plan.

Supervisory responsibilities: Volunteers, work experience placements and trainees.

Responsibilities of the post

1. Assist in ensuring that the animal husbandry and welfare of the living collection meets the highest standards at all times in accordance with the Secretary of State standards for Modern Zoo Practice, ensuring zoo licence inspection standards are met and that recommendations from the central Living Collection team inspections are implemented. .
2. To support the development and implementation of Castle Espie Wetland Centre's Living Collection Plan. Specifically:
 - To maintain animal populations in enclosures designated by the Collection Plan.
 - To design and manage enclosures (water, land, vegetation and boundary features) for the benefit of the animals held therein and for the viewing public.
 - Using WWT's 5 key themes to ensure best practice.
3. Assist in caring for the birds and animals in our collection to ensure excellent standards of welfare, including feeds, daily health checks, health care, maintaining cleanliness/ biosecurity standards and breeding management.
4. Assist with ordering, taking delivery and ensuring the efficient use of animal foodstuffs, as according to prescribed feeding programmes and food separation guidelines.

5. Ensure effective predator and pest control measures are in place at all times according to legal and WWT guidelines and following the pest management plan.
6. Provide basic veterinary care and liaise with WWT vets and local vets as and when required.
7. Assist in promoting public education and awareness in relation to the conservation of biodiversity, particularly by providing information to visitors about the species exhibited and their natural habitats in accordance with WWT Castle Espie objectives and WWT Engagement strategy.
8. Assist with the induction of work placements and volunteers. When required, supervise collection volunteers and placement students on site and liaise with the volunteer coordination and volunteer development officer when appropriate.
9. To adhere to ensure health and safety compliance at all times and in line with current legislation and as set out in WWT Health and Safety policy and various operating procedures and protocols. When required assist the site health and safety officer with checks and develop and update the collection risk assessments.
10. To operate all machinery and tools with proper regard to safety regulations and maintenance schedules.
11. Work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
12. 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.
13. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.

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: 6 December 2019

Amended: June 2023

Person Specification

1. Qualifications

Essential:

- Educated to GCSE level (or equivalent), including grades A-C in English and Maths.
- Full, current driving licence.

Desirable:

- Animal Care qualification.
- LANTRA Brush cutter certified.
- Certificate in the use of pesticides.

2. Experience

Essential:

- Experience of working within a collection of birds.
- Experience in observational skills & record keeping.
- Awareness of UK legislation, statutory guidance and codes of practice for wildlife management.
- Good IT skills including MS Excel, Outlook and Word.
- Experience of working in a customer service environment.

Desirable:

- Assisting in treatment of sick and injured birds.
- Experience of incubation and rearing techniques.
- Experience of using horticultural machinery (tractors, cord trimmers, mowers, hedge cutters etc).
- Previous use of ZIMS.
- Experience of supervising casual staff and volunteers.
- Knowledge of ex situ species conservation programmes.

3. Managerial & Supervisory

Essential:

- Ability to supervise and lead volunteers in accordance with company volunteer and safety management systems

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers	10	3

Casual Workers	0	0
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4. Responsibility

Essential:

- Ability to work independently under general work instructions.
- Competence in aviculture is essential.
- Responsibility for the care and maintenance of avicultural equipment.
- Apply knowledge and judgment in decision making under supervision.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	£0
Income	£0
Project Size (normally managed)	Small/medium/large
Assets (required for job, exc. buildings)	£57,000
Visitors (number per annum)	circa 70,000

5. Creative Ability

Essential:

- Ability to originate ideas with creativity is required.
- Ensure “public facing” areas are suitably maintained for public viewing.
- Well organised and able to prioritise work routine effectively, being reactive to visitor needs when required.

6. Contact

Essential:

- Ability to liaise easily with other departments on a regular basis.
- Experience of working with the public.
- Excellent communication skills, including public speaking.

Desirable:

- Experience of giving presentations.

General Notes

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