



Job Description

Senior Reserve Warden - Maternity Cover **Grade: 6**

Directorate: Operations

Location: WWT Arundel Wetland Centre

Reporting to: Arundel Reserve Manager

Main function of post: To deliver the smooth and effective management of all aspects of the nature reserve, with particular responsibility for habitat management, ecological monitoring, and the achieving of targets set within the reserve management plan.

Supervisory responsibilities: Supervision of volunteers, contractors, consultants and work experience placements.

Responsibilities of the post

1. To assist with the development and running of the reserve, taking full responsibility for day to day operations on the reserve, and to deputize for the Reserve Manager when required.
2. Under the supervision and direction of the Reserve Manager;
 - a. Implement and monitor the Reserve Management Plan and input data into reserve databases.
 - b. Provide annual reports and help develop an annual works program for the management of the reserve.
 - c. Undertake species and habitat monitoring
 - d. Manage the habitats and species present on the reserve ensuring full compliance with all regulations and conditions including those specifically relating to the sites protected status, grants and lease agreements.
 - e. Use a range of equipment and machinery, including strimming and spraying equipment, chainsaws, tractors. Ensuring the maintenance of tools, equipment and vehicles comply with WWT safety policy and licensing laws.
 - f. Operate and manage all reserve infrastructure in line with agreed procedures and guidelines (including paths, hides, fencing, water level control structures, way marking, interpretation and all further infrastructure which may be added to the estate).

- g. Work with contractors and graziers required to fulfil the reserve management plan to ensure the appropriate land management regime is implemented, monitored and recorded.
- 3. To assist with the preparation and management of the reserves budget, assist with funding applications and internal requests for additional support e.g. budget investment projects.
- 4. Implement predator and pest control in accordance with legal and WWT guidelines
- 5. To support the work of other site teams, including the grounds marketing and learning teams, through practical assistance, guided tours, talks, site interpretation and the provision of information regarding the reserve.
- 6. To provide leadership to all staff and volunteers within the Reserve team enabling every team member's contribution to be maximised by ensuring that the appropriate levels of direction and support are provided through professional line management in line with WWT's people frameworks.
- 7. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
- 8. 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.
- 9. 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.
- 10. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
- 11. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.

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 2017

Amended: October 2024

Person Specification

1. Qualifications

Essential:

- Qualification in conservation, ecology or related subject or appropriate experience.
- Certification and experience in the use of tractors, chainsaws, brushcutters and pesticides.
- Current driving license as the ability to travel to other locations is essential.

Desirable:

- Wildlife licences such as bat and dormouse.
- First aid at Work.

2. Experience

Essential:

- Demonstrable experience of nature reserve management.
- Experience of supervising and motivating the work of others.
- Excellent field skills in at least one major group (botanical, birds, invertebrates).
- Machinery and tractor driving - use and maintenance.
- Good IT skills including MS Word, Outlook and Excel.
- Working knowledge of Health and Safety at work..
- Experience giving guided walks.

Desirable:

- Development, implementation and reporting against conservation site management plans.
- Development and implementation of site monitoring programmes.
- Managing species records in electronic databases.
- Working with and liaising with outside organisations such as EA, Wildlife trust, Natural England etc.
- Experience stock husbandry and working with contractors and graziers. Good general knowledge of local conservation issues.

3. Managerial & Supervisory

Essential:

- Ability to assist in the recruitment, training and induction of staff and volunteers.
- Experience in completing appropriate health and safety risk assessments for volunteers and work parties.
- Ability to undertake training and development of reserves personnel.
- Ability to manage reserve personnel and undertake visitor centre checks.
- Positive and proactive approach

- Excellent team player and leader.

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	1
Volunteers		<30
Casual Workers	0	0

4. Responsibility

Essential:

- To be responsible for habitat management in line with the Reserve Management Plan. To be responsible for implementing all WWT systems and procedures including Health and Safety.
- To be responsible for organising bird surveys on the reserve and supporting scheduled national surveys.
- Managing volunteers and work parties.
- Proven ability to work individually and part of a team.
- Working independently within the Reserve.
- Proven ability to have worked in a visitor centre and reserve infrastructure.
- Good level of fitness required to perform physical tasks such as walking long distances, and operating maintenance equipment such as strimming, chain saws etc.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	£500
Income	none
Project Size (normally managed)	Small
Assets (required for job, exc. buildings)	£50,000
Visitors (number per annum)	None

5. Creative Ability

Essential:

- To engage and interact with visitors in an informative and creative manner especially when delivering talks and walks.

- Ability to prioritise and adapt quickly to a variety of tasks as part of this diverse role.
- Motivate volunteers and to get the best out of people.
- To be resourceful and creative in the management of Arundel reserve.

6. Contact

Essential:

- Ability to work and communicate at all levels from visitors, students, volunteers and external liaison .
 - Regularly contribute with visitor engagement plan through guided walks and events.
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General Notes

This position will require work during evenings, weekends and public holidays to meet the needs of the post. Some travelling and overnight stays may be required. Your actual times of work will vary according to the needs of the business and your working rota will be notified to you by your Manager in advance.