



Job Description

Living Collections Keeper

Grade: 5

Directorate: Operations

Location: WWT Llanelli Wetland Centre

Reporting to: Living Collections Manager

Main function of post: To assist with the day to day maintenance of the grounds and in the detailed management of the living collection.

Supervisory responsibilities: Up to 10 volunteers and work experience students

Responsibilities of the post

1. To assist in the detailed management of the captive animal populations including feeding, counting, monitoring animal behavior and pest management and routinely updating animal records on the ZIMS software programme.
2. To assist with the maintenance of all grassed areas and clearance of rank vegetation by strimming, mowing and raking.
3. To ensure scrupulous hygiene and biosecurity are practiced and maintained in all areas.
4. To ensure that the health of the living collection is of the highest standard, in collaboration with the veterinary team, including health monitoring individuals and assisting with medications.
5. To assist with clearing visitors from the grounds, checking gates and hides.
6. To assist with coppicing, pruning and general vegetation management.
7. To assist with maintenance of hides and other constructions using preservatives
8. To assist with Duckery duties- cleaning coops, mats, dishes etc and sweeping ponds.

9. Ensure the safety, welfare and enjoyment of the visiting public is given priority.
10. To assist with maintaining high standards of welfare and enrichment in the Living Collection, including carrying out welfare observations and assessments.
11. To 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 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.
13. 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.
14. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
15. To ensure that in the course of your work you adhere to the GDPR UK regulations.

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: June 2021

Amended: August 2024

Person Specification

1. Qualifications

Essential:

- Good basic education to GCSE (A-C including English and Maths) standard or equivalent

Desirable:

- Certificate in the safe use of brushcutter
- First aid certificate
- Qualification in Horticulture
- Qualification in Animal Management
- Full current driving license

2. Experience

Essential:

- Experience of working in a similar role/environment
- Experience of operating machinery in line with health & safety legislation
- Computer literacy

Desirable:

- Record keeping
- Working with the public
- Working with animals or wildlife
- Tractor driving experience

3. Managerial & Supervisory

Essential:

- Self starter, not requiring supervision
- Ability to take responsibility for health and welfare of animals
- Allocate basic duties to volunteers and casual workers

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers	0	Up to 10
Casual Workers	0	Up to 2

4. Responsibility

Essential:

- 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.
- To keep daily records and complete welfare checks adhering to secretary of state for modern zoo standards.
- To follow WWT health and safety policies
- To assist with the health and welfare of the animals in compliance with all WWT policies and procedures

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	None
Income	None
Project Size (normally managed)	Small
Assets (required for job, exc. buildings)	Up to £50k
Visitors (number per annum)	70,000

5. Creative Ability

Essential:

- Able to adapt to changes in work procedures
- Able to follow WWT guidelines and related SOP's
- Able to organize and plan work routine
- Able to maintain and repair enclosures and other grounds buildings

6. Contact

Essential:

- Ability to work alongside other colleagues as part of a team
 - Ability to deliver talks as required and engage with visitors on a daily basis
 - Excellent communication skills both written and verbal
 - Support line manager
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General Notes

This is a permanent position based at WWT Llanelli. This position will require work during evenings, weekends and public holidays to meet the needs of the post, a work rota will be notified to you by your Line Manager in advance.

A current driving license is essential as travel to other WWT locations is a requirement of the post.