



Job Description

Post: Living Collection Assistant

Grade: 4

Directorate: Operations

Location: WWT Arundel Wetlands Centre

Reporting to: Grounds and Living Collection Manager

Main function of post: To assist the Living Collection Manager to deliver the highest standards of animal welfare in accordance with zoo licensing regulations and WWT policies & procedures whilst implementing the WWT collection plan. In addition, to contribute to an inspiring visitor experience by offering walks and talks and seasonal interpretation to our visitors and to support all functions within the Grounds and Facilities team.

Supervisory responsibilities: Volunteers

Main duties of the post

1. Assist in ensuring that animal husbandry and welfare meets the highest standards at all times in accordance with the Secretary of State standards for Modern Zoo Practice, all legislative requirements and following the guidance and advice from WWT's Veterinary services, the Head of Living Collections and the Animal Welfare Ethics Committee.
2. Assist with the maintenance of up to date records of all animal related issues on the ZIMS database including all treatments and handling of all birds.
3. Assist in the breeding and rearing of young birds in line with the collection breeding plan.
4. Assist in providing our visitors with an engaging and inspiring experience, living up to WWT's customer service standard.
5. Adhere to all applicable WWT Health & Safety policies, procedures and systems, operating machinery and using tools with full regard to safety regulations, complying with all risk assessments. Ensure the health and safety of anyone under your supervision, providing information and guidance to visitors, staff, volunteers and students as appropriate.

6. Engage with all of WWT's internal communication channels by sharing information and by ensuring that you keep yourself informed and up to date with the progress that WWT is making and the work that we undertake to save wetlands for wildlife and people.
7. Assist in the supervision of staff, volunteers, work experience placements and trainee placements engaged in any aviculture work.
8. To provide general support to the grounds and facilities team by undertaking daily tasks and general maintenance duties.

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: 2nd October 2012

Amended: September 2025

Person Specification

1. Qualifications

Essential:

- Good basic Education, with GCSE (A-C) or equivalent
- Full current driving licence

Desirable:

- Animal management qualification

2. Experience

Essential:

- Practical relevant experience and knowledge of animal management
- Competent in the use of IT, Microsoft office programmes and databases
- Practical experience in machinery maintenance and mechanics

Desirable:

- Demonstrable experience of accurate record keeping
- Experience in gardens or zoo maintenance
- Experience in animal husbandry training techniques
- Working knowledge of Health and Safety

3. Managerial & Supervisory

Essential:

- Allocating basic tasks to volunteers when required
- Training and supporting volunteers as and when required

Type of staff	Number managed	Number supervised
Employed Staff	0	0
Volunteers / Casual Workers	0	3
Contractors	0	0

4. Responsibility

Essential:

- Ability to work with some degree of independence under general instructions

- Ability to take responsibility for complying with all WWT policies, systems and procedures including Health and Safety
- Ability to follow instructions and plans, meeting deadlines, fulfilling the workload and highlighting any obstacles to the successful fulfillment of all responsibilities
- Ability to promptly and appropriately escalate issues and concerns
- Ability to work as a proactive and helpful member of the a diverse centre team

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£0
Cash Handling	£0
Assets (required for job, exc. buildings)	£0
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Ability to engage and interact with visitors in an informative and engaging manner especially when delivering talks
- Ability to problem solving of some practical matters

6. Contact

Essential:

- Ability to present guided talks
- Ability to communicate on a daily basis with other members of the Grounds and Facilities team and other centre teams

General Notes

This position will require regularly working on weekends public holidays.

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