

Living Collection Assistant **Grade: 4**

Centre: Martin Mere

Directorate: Centre Operations

Reporting to: Living Collections Manager

Main function of the post: To assist with all captive animal management and maintenance of the grounds and animal exhibits, including feeding birds and mammals and horticultural practice.

Supervisory Responsibilities: Supervise Student Placements, Work Experience, and Volunteers.

Responsibilities of the post

- Assist with all daily aviculture and captive animal management tasks, including feeding, cleaning and monitoring the collection.
- Ensure high standards of biosecurity are maintained, appropriate bird scaring techniques and pest control activities are employed, and feed separation are practiced on a daily basis.
- Assist in the general maintenance of the enclosures and grounds, presenting them to high visual standards. This includes operating machinery and using tools for weeding, watering, mowing, pruning, pollarding and general upkeep.
- Supervise volunteers, student placements, and work experience by working alongside them to ensure the careful weeding and management of exhibits and the correct care of the animal collection.
- Assist with incubation and hand rearing of birds, adhering to the rigorous hygiene standards practiced and maintained in the duckery
- To work in collaboration with the Living Collections Manager and other senior Living Collections staff to deliver engaging and impactful exhibits.
- Undertake public talks and walks relating to the exhibits and ensure visitors are positively engaged throughout their visit.
- Support and ensure the smooth operation of water systems around the site.

- To practice and promote excellent customer care with respect to the visiting public in and around the grounds, and assist with the delivery of public engagement including animal talks when required.
- Attend meetings both in-house and external as required by the Living Collections Manager.
- To adhere to WWT Health & Safety and site rules at all times to ensure the safety and welfare of all WWT staff, volunteers and the visiting public.
- To adhere to WWT's Environmental Agreement
- To assist with accurate administration and record keeping via ZIMS, day diary and other documentation for the animal collection, stocks of materials, animal feeds and equipment, medicines and treatments administered, and animal movements.

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 department manager.

Date raised: Feb 2019

Date Amended: Jan 2026

Person Specification

1. Qualifications

Essential:

- Education to GCSE standard or equivalent.
- Full current driving licence.

Desirable:

- Relevant degree in Biology, Zoology or Horticulture

2. Experience

Essential:

- Zoological or Horticultural Experience
- Computer literate

Desirable:

- Experience in avian and mammalian taxa.
- Experience in incubation techniques.
- Experience in hand rearing of waterfowl and other wetland taxa including flamingos.
- Experience in the operation of agricultural vehicles including tractors, mowers, strimmers and brush cutters.
- Certificate in the safe use of pesticides and herbicides.
- Experience in keeping animal records, including ZIMS 360

3. Managerial & Supervisory

Essential:

- Allocate basic tasks to volunteers

Type of staff	Number managed or supervised
Permanent Staff	0
Volunteers/Casuals	Up to 10

4. Responsibility

Essential:

- Exhibit and general grounds maintenance.
- Assist with incubation.
- Assist with hand rearing.
- Assist with pest control

Levels of financial responsibility

Type of Responsibility	Level (£'s)
Expenditure (exc payroll)	none
Cash Handling	none
Assets (required for job, exc buildings)	none
Visitors (per annum)	200,000 visitors to the centre each year

5. Creative Ability

Essential:

- Creative in finding solutions to maintenance problems through re-using and re-cycling materials in an economic way.
- Knowledge of various taxa of waterfowl and wetland birds along with semi aquatic mammalian species, or knowledge and experience of horticultural design.
- To deliver talks and tours to visitors in an engaging and informative way

6. Contact

Essential:

- Must have an aptitude to communicate with all visitors
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- Regular contact with aviculture & captive animal manager/ other departments/ visitors

Desirable: Ability to work with media such as newspapers and TV, and also in-house production team, including giving interviews.