



Job Description

Facilities Supervisor

Grade: 6

Directorate: Operations

Location: WWT Llanelli Wetland Centre

Reporting to: Centre Manager

Main Function of the Post:

To maintain, repair, and support the development of the whole site, including visitor facilities, collection exhibits, built infrastructure, and the nature reserve.

The role ensures high standards of safety, presentation, and functionality across all areas of the site, from pathways and hides to visitor buildings, play areas, and equipment.

The post holder will work closely with the Centre Manager, as well as the Living Collections and Reserve teams, to deliver day-to-day site operations, habitat and infrastructure management, and the effective use of equipment and machinery.

Supervisory Responsibilities:

Responsible for supervising volunteers, contractors, and seasonal staff working on Living Collections or Reserve tasks.

Responsibilities of the post

Site & Infrastructure Maintenance

- Carry out routine maintenance and repairs of built infrastructure, including hides, fences, gates, paths, play areas, signage, drainage, and visitor facilities.
- Undertake regular site checks to ensure safety, accessibility, and high presentation standards.
- Ensure outdoor and indoor spaces remain safe, clean, and visitor-ready.

Habitat & Grounds Management

- Support habitat and vegetation management, invasive species control, and biodiversity improvements across the reserve and wider site.
- Assist with site projects such as landscaping, habitat restoration, and exhibit maintenance.

Equipment & Machinery

- Maintain, service, and repair machinery, vehicles, and tools to ensure safe and efficient use.
- Keep accurate maintenance and servicing records.

Operational Support

- Assist with daily site operations, including opening and closing procedures, site safety and security checks, and disease monitoring.
- Record and report maintenance activities, materials usage, and project progress, updating schedules and ordering materials as needed.
- Provide support with monitoring and data entry when required.

People & Visitor Engagement

- Supervise, train, and support volunteers, students, and seasonal staff, ensuring safe working practices and a positive experience.
- Engage positively with visitors, supporting their understanding and enjoyment of wetlands and the wider site.

Health, Safety & Sustainability

- Follow WWT health and safety policies, ensuring the wellbeing of yourself, colleagues, contractors, and visitors.
- Promote and adopt sustainable practices in line with WWT's Sustainability Statement.
- Comply with WWT's Data Protection policies.

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 from time to time.

Date raised: March 2025

Amended: January 2026

Person Specification

1. Qualifications

Essential

- None specified

Desirable

- Full, current driving licence (for travel to other locations)
- Relevant qualification in conservation, land management, or building/maintenance
- Qualifications in machinery operation and safety (e.g. chainsaws, brushcutters, hedge trimmers, tractors, workshop tools)

2. Experience

Essential

- Demonstrable passion for nature conservation and sustainable site management
- Practical experience of machinery operation for site repairs and maintenance
- Experience of grounds or habitat management (e.g. vegetation control, habitat enhancement, invasive species management)
- Skills in equipment and tool maintenance, servicing, and repair
- Ability to deliver and coordinate small-scale projects on time and within set resources
- Strong teamwork and communication skills, including supervising volunteers, contractors, or seasonal staff
- Awareness of health & safety procedures in practical site work

Desirable

- Wildlife identification skills (e.g. birds, plants, or invertebrates relevant to wetlands)
- Experience of contributing to site improvement or maintenance projects (ideally in outdoor or visitor-facing environments)
- Ability to engage positively with visitors, explaining site work and promoting understanding of wetlands and nature conservation

3. Managerial & Supervisory

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

4. Responsibility

Essential

- Day-to-day responsibility for the maintenance and safe use of built infrastructure, habitats, visitor facilities, and machinery.
- No direct budget responsibility. Supports efficient use of resources and provides input to maintenance and project costs but does not hold or authorise budget lines

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	£0
Income	0
Project Size (normally managed)	Small
Assets (required for job, exc. buildings)	£250k-£500k
Visitors (number per annum)	N/A

5. Creative Ability

Essential

- To contribute to the development and delivery of site improvements and repairs by applying practical skills and problem-solving.
- This includes assisting with the design, construction, and maintenance of infrastructure and habitats in a cost-effective way, whilst ensuring work meets WWT's required standards of safety, functionality, and presentation.

6. Contact

Essential

- Maintain daily contact with the Centre Manager
- Work closely with the Living Collections and Reserve teams
- Liaise with external contractors and suppliers
- Carry out work sensitively around visitor needs to ensure minimal disruption and a positive visitor experience.

General Notes

This is an annualised hours contract working an average of 33 hours a week. Salary will be paid in equal monthly amounts.

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