



## Job Description

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### Reserve Warden

**Directorate:** Operations

**Location:** London

**Reporting to:** Reserve Manager

**Grade:** 4

**Main function of post:** To deliver the smooth and effective management of all aspects of this SSSI nature reserve, with particular responsibility for habitat management and the achieving of targets set within the reserve management plan. Delivery of visitor engagement events and daily walks and talks.

**Supervisory responsibilities:** Trainees and volunteers, and corporate work groups.

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### Responsibilities of the post

- 1) To assist with the development and running of the reserve, taking responsibility as directed by the Reserve manager and Senior Reserve Warden for day to day operations on the reserve.
- 2) Under the direction of the Reserve Manager, implement and monitor the Reserve Management plan.
- 3) To carefully manage the habitats and species present on the nature reserve for the benefit of breeding and wintering wildfowl, other birds, mammals and dragonflies as well as flora and fauna. Ensuring full compliance with all regulations and conditions including those specifically relating to the site's protected status and grants. Management will include the use of power tools, chainsaw work such as pollarding & coppicing, mowing, brushcutting, planting, fencing, hedging, brush & weed control, and involvement in officially sanctioned pest control. Also including maintenance of hides, including structures and pathways, and security patrols and checks, dealing with the public in a sensitive and polite way.
- 4) To be responsible for clearing and locking up the grounds, reserve and perimeter gates at the end of the day, on agreed days of the week.
- 5) To collate bird sightings on particular days of the week to inform our visitors. Some limited monitoring of water voles, reptiles and insect groups may be required. All data used to inform the reserve management.

- 6) To operate and manage all site infrastructure in line with agreed procedures and guidelines (including paths, hides/observatories, fencing).
- 7) Use strimming and spraying equipment, chain saws, tractors and other equipment safely, observing Health and safety regulations at all times. Ensuring the maintenance of tools, equipment and vehicles comply with WWT safety policy and licensing laws.
- 8) To supervise reserve volunteers, placement students and to co-lead corporate work groups.
- 9) To support the Reserve Manager and Senior Reserve Warden in the delivery of the visitor engagement strategy, delivering high standard walks and talks and events for the public, specialist groups and staff, ensuring the safety and welfare of such groups, promoting membership, and liaising closely with the Marketing Manager and PR teams to provide potential local and/or national wildlife stories and features of interest, and to increase visitation to the Centre.
- 10) To be proactive in delivering social media content in line with WWT social media and other policies.
- 11) Undertake when directed wild bird health screening operations with special attention to AI and health and safety precautions, with guidance from the wildlife health unit
- 12) In the absence of the Reserve Manager and Senior Reserve Warden, co-represent the Reserve, Centre and Organisation with PR, fundraising, VIP and/or stakeholder or sponsorship events.
- 13) To ensure personal compliance with WWT corporate identity, wearing the correct uniform as well as ensuring reports, online media and printed material meets the required standards
- 14) Form part of the duty first aid rota as required

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.

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**Date raised: January 2024**

**Amended: June 2024**

# Person Specification

## 1. Qualifications

### *Essential:*

- Full current driving licence
- Good general education
- Good level of IT skills, including Microsoft Office and social media
- Reasonable skills in bird identification
- Working knowledge of Health and Safety at work

### *Desirable:*

- Countryside Management Course
- Officially recognized certification in:
  - NPTC/LANTRA Chainsaw certificates or equivalent
  - LANTRA brush-cutting certificate
  - NPTC/LANTRA herbicide application backpack PA1/PA6
  - Tractor training certification
- Good field skills in flora and insect ecology

## 2. Experience

### *Essential:*

- Experience in the conservation field, either time spent employed or as a volunteer
- Experience and proven enthusiasm in the engaging delivery of public-speaking on a conservation theme
- Extensive experience of using machinery such as tractors, brushcutters or ride-on mowers

### *Desirable:*

- Knowledge in a wide range of natural history subjects
- Ecological skills sufficient to deliver events with high external impact and monitoring to high professional competence

## 3. Managerial & Supervisory

### *Essential:*

- Supervise the work of individual volunteers, and occasional corporate work groups

Type of staff	Number managed	Number supervised
Employed Staff	0	0
Volunteers / Casual Workers	0	Weekly 1-10, occasional groups of 1-25
Contractors	0	0

**Desirable:**

- Knowledge of inducting volunteers and conducting feedback meetings

## 4. Responsibility

**Essential:**

- Security patrols, confronting and dealing with trespassers in a polite but firm way
- Undertake predator control
- Represent WWT at walks, talks and tours. General public interactions, VIPs and specialists, giving a high impact in the centre and externally
- Undertake disease monitoring, acting independently, on occasions representing WWT and best practice

**Levels of Responsibility:**

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£0
Cash Handling	£0
Assets (required for job, exc. buildings)	£1k binoculars, up to £10k other equipment
Visitors (per annum)	300 visitors directly through walks and talks, significant impact on other visitors 200,000 plus social media

## 5. Creative Ability

**Essential:**

- Recognize and exploit PR opportunities in line with WWT guidelines
- Help develop reserve management to optimize wildlife value and visitor experience

## **6. Contact**

### ***Essential:***

- Represent WWT in the remit of talks, events, social media, internally to other departments
  - First contact for thousands of visitors
  - Co-represent Reserve department in absence of Reserves Manger
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## **General Notes**

This position will from time to time require work during some evenings, most part-weekends and public holidays to meet the needs of the post.

Whilst this post is based at WWT London, some travel may be necessary therefore a current driving licence is highly desirable as is willingness to travel to other WWT Wetland Centres.

The work is often of a physical nature requiring a degree of fitness.

Occasional short stays away from home whilst working at other Centres may be required.