



## Job Description

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### Assistant Reserve Manager

**Grade:** 7

**Directorate:** Operations

**Location:** WWT Wetland Centre  
Slimbridge

**Reporting to:** Reserve Manager

**Main function of post:** Contribute to the effective running and development of the Slimbridge reserve and deliver a world class experience to our visitors.

**Supervisory responsibilities:** Reserve Warden (practical), Reserve Warden (engagement), Placement students, apprentices, all volunteers, contractors and farmers.

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### Responsibilities of the post

1. To contribute to the management of habitats and species present on the WWT Slimbridge reserve ensuring full compliance with all regulations and conditions including those specifically relating to the site's protected status agri-environmental agreements.
2. To assist in the operation and maintenance of site infrastructure in line with agreed procedures and guidelines including paths, hides/observatories, fencing, water level control structures, waymarking, interpretation and all further infrastructure which may be added to the estate.
3. To help design and implement the site's conservation management plan and help provide annual reports on reserve management and key species.
4. To undertake species and habitat monitoring required for management of the reserve as detailed in the management plan and collate and analyze data to inform reserve management.
5. Deputize for the Reserve Manager in representing WWT with our landlord, graziers and other official bodies on reserve matters.
6. Work with other WWT departments on delivery of wider conservation objectives beyond the reserve and regionally when requested.
7. Take the lead on bird ringing on the site.
8. To help supervise contractors, plant and machinery working on the reserve.
9. To comply with procedure and keep within spending guidelines when purchasing goods and services.
10. Assist with the management, development and delivery of events.
11. Supervise reserve wardens and oversee their duties.
12. Assist in delivering anti-poaching controls and the monitoring of any wildfowling or trespassers and dealing with them in a polite and professional manner.

13. Contribute to officially sanctioned pest control when requested to do so and play a leading role in wildlife health screening programs.
14. To help provide leadership to Reserve Wardens and volunteers within the team enabling every team member's contribution to be maximized by ensuring that the appropriate levels of direction and support are provided through professional line management in line with WWT's values and behaviours.
15. Take special responsibility for applying for, renewing and ensuring compliance with all essential licenses and permits for all reserve department works.
16. Oversee maintenance of a reserve training schedule delegating to reserve Wardens where required.
17. Take responsibility for the recruitment, induction, training and appraisal of the reserve volunteer team and overseeing daily work schedules with help from the Reserve Wardens.
18. To ensure the health, safety, and wellbeing of everyone in the Reserve team, creating a safe environment for staff, volunteers, and visitors by implementing WWT's health and safety policies and guidelines. Including Risk Assessment reviews and updates and overseeing safety check systems for the reserve team.
19. To ensure that the Reserve team engage with the WWT Sustainability Statement being aware of negative environmental impacts and incorporating sustainable ways of working within the team.
20. To ensure that the Reserve team engage and interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
21. To ensure that everyone in the reserve team adheres to WWT's Data Protection policy and GDPR standards as an integral part of their work.
22. Responsibilities to include emergency cover, first aid cover and weekend work, all on a Rota system. There will be occasional visits to other sites.

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:** 7<sup>th</sup> February 2025

**Amended:** 14<sup>th</sup> March 2025

## Person Specification

### 1. Qualifications

#### ***Essential:***

- Certification in a selection of tools and machinery to include Tractors and attachments, 4X4, ATV, Loaders, Excavators, Dumper, MEWP, Chainsaw, Pollarding, Knapsack sprayers and Brush cutters.
- Education to A level or equivalent.
- Current driving license.

#### ***Desirable:***

- Environmental centered degree or similar.

### 2. Experience

#### ***Essential:***

- Demonstrable experience of managing large areas of land under conservation objectives.
- Excellent field skills in at least one major group (botanical, birds, invertebrates etc.)
- Good IT skills, competent with Microsoft office programs and experience of working with species databases.
- Working with agricultural contractors and graziers.
- Development and implementation of conservation site management plans
- Development and implementation of site monitoring programs
- Managing and working with volunteers
- Experience of maintaining relationships with stakeholders and local communities
- Experience of managing conflicting demands
- Experience of delivering engagement activities to the public.

#### ***Desirable:***

- Project management
- Setting and managing budgets
- Experience of Recorder 6, i-record, electronic WeBS submissions and working knowledge of a management recording package.
- Working with and liaising with outside organizations such as Natural England, Environment Agency, and Internal Drainage Board.

### 3. Managerial & Supervisory

#### ***Essential:***

- Ability to manage staff, volunteers, and contractors.

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	2	0
Volunteers/Placements	0	50
Casual Workers	0	Up to 2
Contractors		>10

## 4. Responsibility

### **Essential:**

- Responsible for ensuring all consents are in place ahead of works on the reserve e.g. Environment Agency and Natural England and that all reserve work is carried out legally, with regard to species law and licensing requirements.
- Responsible for the maintenance of reserve-based risk assessments.
- Responsible for the creation of a reserve team training schedule with updates and reminders as needed and combining with central WWT systems.
- Ensure all relevant WWT Standard Operating Procedures are followed.

### **Levels of Responsibility:**

Type of Responsibility	Level (£'s)
Budget Responsibility	£
Income	£5,000
Project Size (normally managed)	Small/medium
Assets (required for job, exc. buildings)	£10,000
Visitors (number per annum)	N/A

## 5. Creative Ability

### **Essential:**

- Ability to manipulate habitats and species requirements to create exceptional wildlife viewing experiences for our visitors.
- Ability to create and deliver walks, talks and other engagement experiences.

## 6. Contact

### *Essential:*

- Public face of WWT when dealing with >250,000 visitors annually.
  - Represent WWT in matters relating to the reserve, or contact with the following groups and organizations when directed by Reserve Manager:
    - Berkeley Estate
    - Graziers
    - Neighbouring farmers
    - Contractors
    - Natural England
    - Environment agency
    - Internal drainage board
    - FWAG
    - Local Ornithological groups
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## General Notes

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