

Reserve Manager

Grade: 9

Directorate: Operations

Location: Martin Mere

Reporting to: General Manager

Main function of post: To manage the 650 acre nature reserve at WWT Martin Mere, including the development and conservation/agricultural management of habitats, management of site infrastructure, including paths, and species monitoring.

In addition, this role will support the WWT Martin Mere engagement strategy, delivering excellent customer service and public talks.

Supervisory responsibilities: Reserve warden, site volunteers, contract staff, consultants

Hours worked: 37.5 hours per week

Working pattern: 5 days out of 7 to include weekends and bank holidays on a rota basis.

Main duties of the post

1. To manage the habitats and species present on the Martin Mere nature reserve ensuring full compliance with all regulations and conditions including those specifically relating to the site's protected status and RPA agreements e.g. SSSI consents process, Higher Level Stewardship and Single Farm Payment.
2. To operate and maintain 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 implement the site's conservation management plan and manage the plan in CMSi to provide annual reports on reserve management and develop annual work programs.
4. To undertake species and habitat monitoring required for management of the reserve as detailed in the management plan and collate and analyse data to inform reserve management.
5. To help develop, implement and manage all agreements with agricultural contractors and agricultural tenants required to fulfill the conservation management plan.
6. To supervise contract labour, plant and machinery on the reserve.

7. To be responsible for the management, health, safety and security of livestock on the Martin Mere reserve.
8. To recruit and induct new staff, hold regular department and one to one meetings, conduct appraisals, manage staff performance and identify training and development needs.
9. To communicate effectively with line management and other internal and external departments to build relationships and consensus relating to the management and development of the reserve.
10. To manage and support volunteers, volunteer parties and other WWT staff engaged in monitoring and site management.
11. To ensure the health, safety and welfare of all staff, volunteers and visitors.
12. To prepare and manage the reserve department budget including detailed checking of monthly accounts, monitoring expenditure and maintaining cost control.
13. To assist in the engagement of visitors with key site/WWT messages, including guided walks and talks.
14. To be responsible for the implementation of anti-poaching controls and the monitoring of any wildfowling activities on the adjacent land.
15. Use strimming and spraying equipment, chain saws, dumper and tractors on the reserve in accordance with WWT's Health & Safety procedures.
16. To provide out of hours emergency response cover and have duty management responsibility for the whole of the Martin Mere site on a rota basis, which will include some weekend working.

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 General Manager, from time to time.

Date raised: April 2018

Amended: May 2018

Person Specification

1. Qualifications

Essential:

- Higher education qualification in a natural science subject
- Current driving licence

Desirable:

- Spraying, chainsaw, firearms, tractor/machinery licences/certification

2. Experience

Essential:

- Extensive and 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, tenants and/or graziers
- Development and implementation of conservation site management plans
- Development and implementation of site monitoring programmes
- Managing and working with volunteers
- Experience of maintaining relationships with stakeholders and local communities
- Experience of managing conflicting demands

Desirable:

- Experience of delivering engagement activities to the public
- Project management experience
- Experience of setting and managing budgets
- Experience of Recorder 6, electronic WeBS submissions and working knowledge of CMSi/CMS
- Working with and liaising with outside organizations such as Natural England, Environment Agency and Internal Drainage Board

3. Managerial & Supervisory

Essential:

- Experience in managing the life cycle of a team member to include recruitment, appraisals and performance management including holding difficult conversations
- Ability to manage a team of staff, volunteers and contractors in accordance with WWT policies, procedures and standards

| Type of staff | Number managed | Number supervised |
|-----------------------------|----------------|-------------------|
| Employed Staff | 1 | 0 |
| Volunteers / Casual Workers | Up to 5 | 20 |
| Contractors | 0 | various |

4. Responsibility

Essential:

- Responsibility for ensuring cross compliance with regard to grant agreements
- 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 particular regard to species law and licensing requirements
- Responsible for delivery of the Higher Level Stewardship agreement
- Ensure all relevant WWT Standard Operating Procedures are followed

Levels of Responsibility:

| Type of Responsibility | Level (£'s) |
|---|-------------|
| Expenditure (exc. payroll) | £40,000 |
| Cash Handling | £0 |
| Assets (required for job, exc. buildings) | £30,000 |
| Visitors (per annum) | 200,000 |

5. Creative Ability

Essential:

- Ability to be innovative and apply creative thought to problem solving and develop new initiatives
- Ability to deliver engaging walks and talks

6. Contact

Essential:

- Non-routine contact with other departments dealing with a single area of interest, with outside bodies and the public. Examples include:
 - Agricultural tenants and contractors
 - Visitors
 - Local bodies – particularly Internal Drainage Board, landowners, Natural England and Environment Agency
 - Local residents

General Notes

It is desirable for the post-holder to live in the immediate local area.

This is a full-time position, which will require work during some weekends and public holidays on a rota basis to meet the needs of the post. It will also require the post holder to act occasionally as out-of-hours emergency cover. Some traveling and overnight stays will be required as part of the post.

Whilst this post is based at WWT Martin Mere, some travel may be necessary. Therefore, a current driving licence is essential, as is willingness to travel to other WWT Wetland Centres.