



Reserve Warden

Grade: 5

Directorate: Operations

Location: Caerlaverock Wetland Centre

Reporting to: Centre & Reserve Manager

Main function of post: To assist with the development and day-to-day operation of the reserve including livestock and habitat management, species and habitat monitoring and supporting delivery of visitor engagement activities.

Supervisory responsibilities: Volunteers and placement students

Responsibilities of the post

1. To assist with the development and day-to-day running of the reserve under the guidance of the Centre & Reserve Manager. This will involve using agricultural machinery and power tools to maintain the reserve.
2. To assist with the implementation of the sites conservation management plan and management of the plan in CMSi.
3. To assist with scientific research, survey and monitoring programmes, collecting data and recording information as required.
4. To assist with the training and supervision of volunteers and trainees on placement.
5. To assist with the management, health, welfare and security of livestock on the reserve.
6. To work with the neighbouring and tenant farmers, graziers and contractors to ensure the appropriate land management regime is implemented, monitored and recorded.
7. To assist with the maintenance and up-keep of the reserve infrastructure, hides, buildings and the visitor centre to ensure they are safe for staff and visitors at all times.
8. To assist with the maintenance of tools, equipment and vehicles, including tractors, to ensure they are safe and available for use.
9. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.

When required assist with safety checks and develop and update appropriate risk assessments.

10. To update the WWT website and reserve information regarding species sightings on the reserve
11. To assist with the delivery of visitor engagement activities including commentated seasonal winter swan feeds, events and membership recruitment.
12. Contribute regular content for the Wetland Centres social media channels.
13. Assist with the running of the visitor centre including occasional working on the front desk.
14. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.

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.

Date raised: March 2016

Amended: Mar 22

Person Specification

1. Qualifications

Essential:

- Good general education to Higher Grade/A-level standard or equivalent
- A full, driving licence is essential for this post.

Desirable:

- Environmental science qualification (and/or experience)
- Agricultural qualification (and/or experience)
- Training and certification in use of tractors/farm machinery, chainsaw, brushcutter and spraying
- First Aid at Work qualification

2. Experience

Essential:

- Agricultural/land-management experience including use of machinery and power tools
- Interpersonal/communication skills and experience of working with the general public
- Team working skills
- Biological fieldwork skills including excellent bird ID skills
- Livestock experience
- Computer skills including word processing and spreadsheets
- A working knowledge of Health and Safety at Work

Desirable:

- A working knowledge of wetland fauna and flora
- Experience of Recorder 6, Electronic WeBS submissions and working knowledge of CMSi

3. Managerial & Supervisory

Essential:

- Supervision of volunteers, trainees and work experience placements

Type of staff	Number managed	Number supervised
Employed Staff	0	0
Volunteers / Casual Workers	0	8
Contractors	0	0

4. Responsibility

Essential:

- Ability to assist with the day to day running of the reserve under supervision from the Centre & Reserve Manager
- Managing volunteers, placement students, work parties & contractors

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	-
Cash handling	£1000
Visitors (number per annum)	17,000

5. Creative Ability

Essential:

- Ability to use initiative when dealing with issues on the reserve and in the visitor centre
- Ability to deliver engaging walks/talks/events

6. Contact

Essential:

- Daily contact with centre staff, volunteers and trainees
- Deal with general public, farm tenants and outside bodies on routine matters

General Notes

This position requires a flexible approach to working hours to meet the needs of the job. Some work at weekends, on statutory holidays and outside normal office hours will be required.

Whilst this post is based at WWT Caerlaverock Centre, a willingness to travel within Britain and Ireland to other WWT Wetland Centres from time to time as required.