



### Senior Reserve Warden

**Directorate:** Operations

**Location:** London

**Reporting to:** Reserve Manager

**Grade:** 7

**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:** Reserve warden, placement students, 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 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.
4. Take full responsibility for all chainsaw work and chainsaw maintenance under the direction of Reserve Manager, and in line with the reserve management plan.
5. 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. To be part of the Site Controller rota carrying out a share of the centre and site locking up duties when required.
6. To collate bird sightings on particular days of the week to inform our visitors. Carry out surveys for breeding duck, wetland bird surveys (Webs), insect groups, reptiles and amphibians. All data to be used to inform the reserve management.

7. Be responsible for operation of the Thames Lee Tunnel pump, working with the Operations Manager where maintenance and service is required.
8. To operate and manage all site infrastructure in line with agreed procedures and guidelines (including paths, hides/observatories, fencing, water pumps). Responsible for organising and carrying out security patrols and checks, including acting on fly-tipping issues and breakages. Dealing with the public in a sensitive and polite way.
9. Use brushcutters, sprayers, chainsaws, 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.
10. To induct, train and supervise reserve volunteers and placement students, and to lead corporate work groups. To provide leadership to all volunteers within the team enabling every team member's contribution to be maximised by ensuring that the appropriate level of direction and support are provided through professional line management in line with WWT's people frameworks.
11. To support the Reserve Manager 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. Co-represent the Reserve, Centre and Organisation with PR, fundraising, VIP and/or stakeholder or sponsorship events.
12. To be proactive in delivering social media content in line with WWT social media and other policies.
13. Share responsibility with the reserve warden for wild bird health screening operations with special attention to AI and health and safety precautions, with guidance from the wildlife health unit.
14. Represent WWT London at Richmond Biodiversity Partnership meetings.
15. 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.
16. Form part of the duty first aid rota as required.
17. In absence of Reserve Manager attend HODs meetings. Participate in monthly Operations Team Meetings.

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: June 2022**

**Amended:**

# Person Specification

## 1. Qualifications

### ***Essential:***

- Full current driving licence
- Good general education
- Officially recognised certification in at least one of the following:
  - NPTC/LANTRA Chainsaw certificates or equivalent
  - LANTRA brush-cutting certificate
  - NPTC/LANTRA herbicide application backpack PA1/PA6
  - Tractor training certification

### ***Desirable:***

- Countryside Management Course
- Officially recognized certification in the following in addition to the essential requirement above:
  - NPTC/LANTRA Chainsaw certificates or equivalent
  - LANTRA brush-cutting certificate
  - NPTC/LANTRA herbicide application backpack PA1/PA6
  - Tractor training certification

## 2. Experience

### ***Essential:***

- Experience in the conservation field
- 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
- Good level of IT skills, including Microsoft Office and social media platforms
- Reasonable skills in bird identification
- Ecological skills sufficient to deliver events with high external impact, and to conduct monitoring to high professional competence
- Working knowledge of Health and Safety at work

### ***Desirable:***

- Knowledge in a wide range of natural history subjects

## 3. Managerial & Supervisory

### ***Essential:***

- Supervise the work of individual volunteers, and lead corporate work groups. Line manage reserve volunteers and conduct feedback meetings.
- Supervise the reserve warden in day-to-day operations.

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

**Desirable:**

- Knowledge of inducting volunteers

## 4. Responsibility

**Essential:**

- Security patrols, dealing with trespassers and neighbours in a polite but firm way.
- Locking up centre buildings and setting alarms.
- Cash handling for the retail team.
- 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.
- Represent WWT at Biodiversity Partnership Group meetings.
- Undertake disease monitoring, acting independently, on occasions representing WWT and best practice

**Levels of Responsibility:**

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£5k reserve budget
Cash Handling	£2K
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:***

- Recognise and exploit PR opportunities in line with WWT guidelines
- Help develop reserve management to optimise 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
  - 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.