



Warden

Grade: 6

Directorate:

Location: WWT Welney Wetland Centre

Reporting to: Centre Manager

Main function of post: To carry out the activities associated with the successful operation of the reserve, particularly with ecological recording and surveying. Play a key role in public engagement (winter swan feeds), events and to promote and supervise volunteers. Manage the maintenance of the visitor facilities and grounds. You will also be expected to carry out shepherding duties of the livestock

Supervisory responsibilities: Volunteers & Contractors

Responsibilities of the post

1. To be responsible for organising breeding bird surveys, wildfowl and co-coordinating swan counts on the reserve and on the adjacent arable land and scheduled national surveys
2. To undertake lowland wet-grassland management on both the reserve and adjacent arable to grassland reversion projects. i.e. topping, water control and scrub control
3. To support the research of Black tailed godwits and corncrakes through two nationally important reintroduction schemes onsite.
4. To provide leadership to all staff and volunteers within the team enabling every team member's contribution to be maximised by ensuring that the appropriate levels of direction and support are provided through professional line management in line with WWT's people frameworks
5. To manage staff and volunteers to undertake commentated swan feeds, guided walks and to actively liaise with WWT visitors on a daily basis
6. To prioritise workloads and implement the reserve work programs at busy times
7. To update the WWT website and reserve information regarding species sightings on the reserve

8. To maintain good working relations with local farmers and neighboring land owners surrounding the Welney Wetland Centre in support of WWT's goal of creating and enhancing wetlands in The Fens.
9. To support the Waterscape Manager (The Fens) in identifying opportunities for wetland creation, restoration and management, including potential acquisitions, in the wider Fens Waterscape.
10. In conjunction with other staff, deal with telephone calls, correspondence and direct enquires from the public on a daily basis including out of office hours
11. To ensure the health, safety and wellbeing of everyone in your team is an integral part of how they work, creating a safe environment for staff, volunteers and visitors by implementing WWT's health and safety policies and guidelines.
12. To operate a variety of farm and plant machinery with a high regard to safety regulations.
13. To assist with cattle management and shepherding duties
14. To assist centre staff with operations in the visitors centre during the busy winter period
15. To be responsible for ensuring that your team engage with the WWT Sustainability Statement being aware of negative environmental impacts and incorporating sustainable ways of working within your team.
16. To ensure that your team engage and interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.

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: July 2006

Amended: August 2023

Person Specification

1. Qualifications

Essential:

- Good basic education to GCSE standard or equivalent, including English and Mathematics
- Full, current driving licence
- Certificate in the safe use of Chainsaws
- Certificate in the use of brushcutters and strimmers
- Tractor driving
- Certificated use of a Quad bike
- 4x4 off road
- A herbicide PA1 and PA6 certificate

Desirable:

- First aid at work
- Safe use of boats

2. Experience

Essential:

- Demonstrable experience of lowland wet grassland ecology and grasslands
- Demonstrable experience of grounds / nature reserve management
- Experience of managing volunteers
- Demonstrable experience of cattle husbandry
- Experience in the safe use of horticultural machinery and it's maintenance
- Computer skills

Desirable:

- Working knowledge of Health and Safety at work
- Experience of giving guided walks and public speaking
- Experience of lowland wet-grassland land management techniques
- Experience of working in a visitor centre and reserve infrastructure

3. Managerial & Supervisory

Essential:

- Supervision of volunteers, involving working alongside the volunteer co-ordinator in recruitment, training and inductions. Also completing all appropriate health and safety risk assessments for volunteers and work parties

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers	0	25
Casual Workers	0	0

Desirable:

- Proven ability to manage people
- Proven ability to motivate and get the best out of the team

4. Responsibility

Essential:

- To be responsible for implementing all WWT systems and procedures including Health and Safety
- To be responsible for organising breeding bird surveys, wildfowl and co-coordinating swan counts on the reserve and on the adjacent arable land and scheduled national surveys
- Managing volunteers and work parties
- Proven ability to work individually and part of a team

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	£1000
Income	
Project Size (normally managed)	Small
Assets (required for job, exc. buildings)	£10000
Visitors (number per annum)	30,000

5. Creative Ability

Essential:

- Ability to be able to adapt to a wide diverse job role
- Ability to motivate volunteers to get the best out of people

- Ability to work within deadlines and to prioritise tasks

6. Contact

Essential:

- Ability to work and communicate at all levels both internally and externally
 - Ability to work with landowners and farmer
 - Ability to engage with the public through both formal and informal talks
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General Notes

This position will require work during evenings, weekends and public holidays to meet the needs of the post. The ability to travel to other WWT locations is a requirement of the post.