

## Job Description

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**Post:** Senior Reserve Warden

**Grade:** 6

**Centre:** Castle Espie

**Directorate:** Centre Operations

**Reporting to:** Grounds Manager

**Main function of the post:** To deliver the smooth and effective management of all aspects of the nature reserve, with particular responsibility for habitat management, ecological monitoring, and the achieving of targets set within the reserve management plan.

**Supervisory responsibilities:** Supervision of Seasonal Reserve Warden, volunteers, contractors, consultants and work experience placements.

**Hours worked:** 37.5 hours per week to be worked on a rota basis to include weekends and bank holidays.

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### Main duties of the post:

1. To assist with the development and running of the reserve and grounds, taking full responsibility for day to day operations on the reserve, and to deputise for the Grounds and Reserve Manager when required.
2. Under the supervision of the Grounds & Reserve Manager, implement and monitor the Reserve Management plan and input data into the Countryside Management System. Provide annual reports on reserve management and help develop an annual works programme for the management of the reserve.
3. To carefully manage the habitats and species present on the Castle Espie nature reserve, including the area of Strangford Lough under WWT management. Ensuring full compliance with all regulations and conditions including those specifically relating to the sites protected status, grants and lease agreements Management will include mowing, strimming planting, fencing, hedging, pollarding & coppicing, brush & weed control and advising arboriculture contractors as required.
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 operate and manage all 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).

6. Help develop, and then implement and manage agreements with contractors, agricultural tenants or graziers required to fulfill the reserve management plan to ensure the appropriate land management regime is implemented, monitored and recorded.
7. Use strimming and spraying equipment, chain saws, tractors and other equipment safely. Ensuring the maintenance of tools, equipment and vehicles comply with WWT safety policy and licensing laws.
8. To line manage the seasonal reserve warden and to induct, train and supervise reserve volunteers and trainees on work experience.
9. To assist with the preparation and management of the reserves budget, assist with funding applications and internal requests for additional support e.g. budget investment projects.
10. To support WWT visitor services and events, undertake reserve tours and provide information regarding the reserve for inclusion in marketing materials.
11. To ensure website information regarding wildlife sightings on the reserve is monitored and updated regularly.
12. To assist with feeding and health monitoring of the captive birds as necessary.
13. To act at all times in accordance with the centre's Health & Safety Policy as an integral member of the site H & S Committee and to ensure the safety, welfare and enjoyment of staff, volunteers and visitors

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:** February 2012

**Date Amended:** 7<sup>th</sup> February 2015

## **Person Specification**

### **1. Qualifications**

#### **Essential:**

- Good general education to A-level standard or equivalent.
- Full current driving licence.

#### **Desirable:**

- Degree in conservation, ecology or related subject.
- First Aid at Work
- Training in the use of chainsaws, brush cutters and safe use of pesticides.
- Spraying certificate.

### **2. Experience**

#### **Essential:**

- Demonstrable experience of nature reserve management
- Experience of supervising or motivating the work of others
- Excellent field skills in at least one major group (botanical, birds, invertebrates)
- Machinery and tractor driving - use and maintenance
- Good IT skills including MS Word, Outlook and Excel

#### **Desirable:**

- Development, implementation and reporting against conservation site management plans
- Development and implementation of site monitoring programmes
- Managing species records in electronic databases e.g. CMS
- Working with and liaising with outside organisations such as NIEA, National Trust etc
- Working knowledge of Health and Safety at work.
- Experience giving guided walks.
- Experience of stock husbandry and working with contractors and graziers.
- Good general knowledge of local conservation issues.

### **3. Managerial & Supervisory**

#### **Essential:**

- Managing and working with volunteers
- Ability to assist in the recruitment, training and induction of staff and volunteers.
- Experience in completing appropriate health and safety risk assessments for volunteers and work parties.
- Ability to undertake training and development of reserves and grounds personnel.
- Ability to manage grounds personnel and undertake visitor centre checks

Type of staff	Number managed	Number and or days
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		<b>supervised</b>
Permanent Staff	0	0
Seasonal warden	1	3 days a week.
Volunteers	3	5

**Desirable:**

- Experience managing staff, volunteers, contractors and consultants
- Enthusiastic, energetic and good stamina.
- Excellent team player and leader

**4. Responsibility**

**Essential:**

- To be responsible for habitat management in line with the Reserve Management Plan
- To be responsible for implementing all WWT systems and procedures including Health and Safety
- To be responsible for organising bird surveys on the reserve and supporting scheduled national surveys
- Managing volunteers and work parties
- Proven ability to work individually and part of a team
- Independent action within the Reserve.

**Levels of financial responsibility**

<b>Type of Responsibility</b>	<b>Level (£)</b>
Expenditure (exc payroll)	£0
Cash Handling	£0
Assets (required for job, exc buildings)	£30,000
Visitors (per annum)	n/a

**Desirable:**

- Proven ability to have worked in a visitor centre and reserve infrastructure

**5. Creative Ability**

**Essential:**

- To engage and interact with visitors in an informative and creative manner especially when delivering talks
- Ability to prioritise and adapt quickly to a variety of tasks as part of this diverse role.
- Being open and having an approachable manner
- Motivate volunteers and to get the best out of people
- To be resourceful and creative in the management of Castle Espie reserve

**6. Contact**

**Essential:**

- Ability to work and communicate at all levels from front of house, visitors, students, volunteers and external liaison
- Regularly contribute with visitor engagement plan through guided walks and social media.

### **General Notes**

This is a full-time position based at Castle Espie, on a rota basis of 5 days within 7 to include weekends and Bank / Public Holidays and occasional evenings. Some traveling and overnight stays will be required as part of the post.

Your actual times of work will vary according to the needs of the business and your working rota will be notified to you by your Manager in advance.