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### Assistant Warden

**Grade:** 5

**Directorate:** Operations

**Location:** WWT Welney Wetland Centre (

**Reporting to:** Grazing Officer

**Main function of post:** To assist with activities associated with the successful operation of the reserve including a new 300 acre wetland creation, with ecological recording and surveying. Play a key role in public engagement, events and supervise volunteers. Assist the Grazing Officer in the daily counting of herds and the health and welfare of approximately 600 cattle. Also, support other departments in the visitor centre and carry out a duty manager role.

**Supervisory responsibilities:** Casual staff, volunteers and contractors

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### Responsibilities of the post

1. To assist with the development and day-to-day running of the reserve and a new wetland creation.
2. Operate a variety of farm and plant machinery with a high regard to safety regulations, use all tools safely and correctly and observe and apply Health and Safety regulations at all times.
3. Daily counting of herds and ensuring the safety, health and security of all livestock in the WWT Welney's care during the grazing season.
4. Assist in the day to day management of approximately 600 cattle of beef and suckler herds on a 420 ha lowland wet grassland, during the months of April to November
5. Daily care of the herd to include health checks.
6. Completing daily records of animal numbers and ailments.
7. 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.

8. To undertake commentated swan feeds, guided walks and to actively liaise with WWT visitors on a daily basis.
9. To update the WWT website and reserve information regarding species sightings on the reserve.
10. To prioritise workloads and implement the reserve work programs at busy times.
11. To assist with the estate work and maintenance and up-keep of the reserve, bird hides, buildings and the centre to ensure they are safe for staff, volunteers and visitors at all times.
12. To carryout scientific research, survey and monitoring programmes, collecting data and recording information as required.
13. To assist with the maintenance of trust vehicles, including tractors, to ensure they are safe and available for use.
14. To assist with the supervision of volunteers and trainees on work experience.
15. To support other departments in the visitor centre and carry out a duty manager role.
16. To act at all times in accordance with the Trust's Health & Safety Policy and to ensure the safety, welfare and enjoyment of visitors.
17. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
18. 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.
19. 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.
20. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
21. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.

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:**

**Amended:**

# Person Specification

## 1. Qualifications

### *Essential:*

- Good basic education to GCSE standard or equivalent, including English and Mathematics
- Brushcutter skills
- Trained on Quad bikes use
- Tractor driving skills Lantra training preferable.
- Chainsaw - felling and cross cutting. NPTC training or similar
- Current driving licence

### *Desirable:*

- Environmental science qualification (and/or experience)
- First Aid at Work qualification
- Experience in livestock husbandry with a recognised qualification (minimum NVQ)
- Training in the use of agricultural machinery
- Training in the use of small tools
- 4x4 Lantra training or similar.

## 2. Experience

### *Essential:*

- Agricultural/land-management experience including use of machinery and power tools
- Experience of working with the general public
- Experience of working as part of a team
- Biological fieldwork skills including WeBS counts and breeding bird surveys.
- Computer skills including word processing and spreadsheets
- Knowledge of wetland species.

### *Desirable:*

- Demonstrable experience of competent livestock management.
- Experience of counting each herd, health checks, worming, movement of animals.
- Good estate skills i.e. fencing, cattle pens and buildings.
- Experience in riding Quad Bikes in off road conditions and routine maintenance – training is provided.
- Experience of lowland wet-grassland land management techniques

## 3. Managerial & Supervisory

### *Essential:*

- Experience of supervising volunteers

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers	0	Up to 40
Casual Workers	0	0

## 4. Responsibility

### **Essential:**

- To assist with the day to day running of the reserve under supervision from the Grazing officer.
- To be responsible for the maintenance and up keep of the centre's fixtures and fittings
- Flexible working and being able to manage own time accordingly.
- Being self reliant and pro-active in the role

### **Levels of Responsibility:**

Type of Responsibility	Level (£'s)
Budget Responsibility	£0
Income	£0
Project Size (normally managed)	n/a
Assets (required for job, exc. buildings)	£1,000
Visitors (number per annum)	n/a

## 5. Creative Ability

### **Essential:**

- Ability to use initiative when dealing with issues on the reserve and centre
- Ability to identify areas of concern in cattle and take appropriate action to minimise any discomfort or danger to livestock

## 6. Contact

### **Essential:**

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

- Ability to raise concerns to supervisor in a timely manner

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## General Notes

This position will require work during evenings, weekends and public holidays to meet the needs of the post and requires a flexible approach to working hours