Job Description

Post: Wetland Conservation Student Placement

Centre: Slimbridge HQ  Directorate: Conservation

Reporting to: Head of Reserves Management

Main function of the post: This is a mainly office based role providing support for the whole range of reserve management. You will take an active role in all of the work undertaken in support of reserve management across the Trust, including desk and field based research, project design and data analysis.

Supervisory Responsibility: None

Hours worked: 37.5 hours a week. This is a 12 month student placement.

Main duties of the post:

- Assist with implementing a new biological recording system providing support to new users and undertaking data entry
- Assist with the upgrading of reserve mapping to an electronic system either on Vector works or ArcGIS
- Contribute to the up keep of the reserve databases in particular the CMS management planning database and help develop and monitor reserve management plans
- Assist with the design and possible construction of ponds, scrapes, ditches and reed beds
- Facilitate and undertake water quality monitoring
- Assist with research and monitoring activities, helping to design and carry out research projects to aid or inform reserve management
- Participate in a range of research projects related to wetland and species conservation
- Carry out your own project required by your university as part of your assessment supported by the expertise of the relevant WWT staff
- Attend meetings and participate on workshops on current conservation issues
- Give talks on reserve related wildlife to visitors and staff on site or at other public venues & network events with other likeminded organisations
• Assist with media related activities that are relevant to the work area

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: October 2011  Date Amended: November 2012
**Person Specification**

**Qualifications**

**Essential:**
- Currently undertaking a further education qualification
- Educated to A-Level standard or equivalent

**Desirable:**
- Full clean driving licence

**Experience**

**Essential:**
- Computer literate with a good working knowledge of Microsoft Office
- Good GIS skills
- Record keeping
- Desk based research
- Field based research

**Desirable:**
- Experience of practical reserve or estates management
- Past work or volunteering for likeminded organisations
- Working in nature conservation
- Working with the public

**Managerial & Supervisory**

**Essential:**
- Able to develop the required skills to assist other more senior staff in areas of work where they may not be so strong.

<table>
<thead>
<tr>
<th>Type of staff</th>
<th>Number managed</th>
<th>Number supervised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Staff</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Volunteers / Casual Workers</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Desirable:**
- Able to manage project teams

**Responsibility**

**Essential:**
- Able to work as part of a team
- Able to work independently
- Able to follow instructions
- Able to apply a good degree of common sense to work tasks and consider the safety of yourself and others
- Able to manage time efficiently
Levels of financial responsibility

<table>
<thead>
<tr>
<th>Type of Responsibility</th>
<th>Level (£’s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure (exc payroll)</td>
<td>0</td>
</tr>
<tr>
<td>Cash Handling</td>
<td>0</td>
</tr>
<tr>
<td>Assets (required for job, exc buildings)</td>
<td>0</td>
</tr>
<tr>
<td>Visitors (per annum)</td>
<td>0</td>
</tr>
</tbody>
</table>

Desirable:
- Experience of accounting for small expenditure
- Ability to manage money carefully

Creative Ability

Essential:
- Able to deliver talks and provide information to visitors
- Able to develop scientific ideas and carry out personal research
- Able to design a suitable research project as part fulfilment of the placement

Contact

Essential:
- Must be able to work as part of a small team
- Able to participate in team and department meetings as appropriate
- Able to work with other departments in a professional manner
- Able to communicate appropriately with the public and be presentable.

Desirable:
- Able after training to give talks as well as answering general enquires when undertaking other work.

General Notes
This is a full-time position for 12 months which will from time to time; require work during some evenings, weekends and public holidays to meet the needs of the post.