Job Description

Reserve Warden

Grade: 5

Directorate: Operations

Location: Arundel Wetland Centre

Reporting to: Reserve Manager

Main function of the post: To assist in the smooth and effective management of all aspects of the nature reserve, with particular focus on habitat management, ecological monitoring, and the achieving of targets set within the reserve management plan.

Supervisory responsibilities: Supervision of volunteers and work experience placements.

Responsibilities of the post

1. To assist with the development and running of the reserve, taking full responsibility for day to day operations on the reserve, and to deputize for the Reserve Manager and Senior Reserve Warden when required.

2. Under the supervision of the Reserve Manager and Senior Reserve Warden, implement and monitor the Reserve Management plan and help develop an annual works programme for the management of the reserve.

3. To carefully manage the habitats and species present on the reserve, ensuring full compliance with all regulations and conditions including those specifically relating to the sites protected status, grants and lease agreements. Management will include strimming, planting, fencing, hedging, pollarding & coppicing, scrub & weed control and advising arboriculture contractors as required.

4. Assist in undertaking 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 reserve infrastructure in line with agreed procedures and guidelines (including paths, hides, 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 and 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, chainsaws, tractors and other equipment safely. Ensuring the maintenance of tools, equipment and vehicles comply with WWT safety policy and licensing laws.

8. To help induct, train and supervise volunteers and trainees on work experience.

9. To have input into the reserve/site budget.

10. To assist with annual and emergency catch ups with the Living collection team as necessary.

11. 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: March 2017 **Amended:** October 2026

Person Specification

1. Qualifications

Essential:

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

Desirable:

- Degree in conservation, ecology or related subject.
- First Aid at Work
- Chainsaw certificate
- Pesticides certificate (PA1, PA6)

2. Experience

Essential:

- Experience of nature reserve management
- Experience of working with others and motivated to work alone
- Excellent field skills in at least one taxonomic group (plants, birds, invertebrates)
- 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.
- Working with and liaising with outside organisations such as EA, Natural England, Sussex wildlife 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.
- Machinery and tractor driving - use and maintenance

3. Managerial & Supervisory

Essential:

- Managing and working with volunteers
- Ability to assist in the recruitment, training and induction of volunteers.
- Experience in completing appropriate health and safety risk assessments for volunteers and work parties.
- Ability to undertake training and development of volunteers and placements

Desirable:

- Experience managing staff, volunteers, contractors and consultants
- Excellent team player and leader

4. Responsibility

Essential:

- To assist with habitat management in line with the Reserve Management Plan
- To assist in implementing all WWT systems and procedures including Health and Safety
- To assist with 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.

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 the Arundel reserve

6. Contact

Essential:

- Ability to work and communicate at all levels from visitors, students, volunteers and external liaison

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General Notes

This is a full-time position based at Arundel, 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.