# Role Description

## Assistant Volunteer Estate Warden Calf of Man

**Reporting to:** Calf Estate Warden and MWT Marine Officer

## 1. Purpose:

The Assistant Estate Warden (AEW) is employed by Manx Wildlife Trust (MWT) as part of the warden team managing the Calf of Man Bird Observatory on behalf of Manx National Heritage (MNH), the landowner. The AEW supports the Estate Warden (EW) with their duties.

## 2. Job Role and Responsibilities:

The role is a varied one and will involve helping with a variety of day-to-day responsibilities and duties, for example engaging with visitors and guests, estate maintenance or assisting with wildlife surveys.

## 3. Specific roles:

**3.1 Invasives monitoring:**
You will monitor for signs of rat presence using trail cameras, reviewing the footage weekly and implementing emergency contingency procedures should a rat be detected. Co-ordinating volunteers to help may also be required.

**3.2 Manage guest accommodation:**
Working with the EW to ensure the observatory is clean for overnight guests, beds are made before guests arrive and that linen is sent to laundry. Transporting guest luggage to/from the boat.

**3.3 Visitor liaison:**
This will include guiding visitor groups, assisting with any education programmes, and induction of overnight guests.

**3.4 General Estate maintenance:**
Helping the EW with routine maintenance of the Observatory, for example building maintenance, vehicle maintenance, harbour cleaning, stone wall and track repairs. Monitoring water and fuel levels.

**3.5 Habitat management:**
Assisting the EW with habitat management e.g. coppicing, pond clearing, and bracken and heather clearance (flailing on tractor).

**3.6 Wildlife surveys:**
Helping with bird and other wildlife surveys, such as cetacean seawatches, botanical surveys, butterfly transects, lizard surveys and moth trapping. Co-ordinating the monthly seal counts around the Calf.

**3.7 Additional supporting role**
In addition to the above, time may may be spent assisting the EW with contributing to the annual reporting and data entry throughout the year and supporting the Ornithological team where necessary. At times it will be necessary for the AEW to work with and manage volunteers.

## 4. Person Specification:

**4.1 Experience:**

| | Essential | Desirable |
|---|---|---|
| Nature reserve or estate management | ✓ | |
| Bird ringing or handling birds | | ✓ |
| Engaging with the public and guiding groups | | ✓ |
| Property management/building and/or machinery maintenance | | ✓ |
| Wildlife surveys | | ✓ |
| Working in rough or isolated environments | | ✓ |
| Climbing and rope work | | ✓ |

**4.2 Knowledge:**

| | Essential | Desirable |
|---|---|---|
| Health and Safety procedures | | ✓ |
| Relevant qualification in conservation or land management | | ✓ |
| Understanding of coastal habitats and ecosystems | | ✓ |
| Wildlife survey methods/techniques | | ✓ |

**4.3 Skills:**

| | Essential | Desirable |
|---|---|---|
| Good communication and interpersonal skills, including working in a small team and communicating to the public | ✓ | |
| Habitat management | ✓ | |
| IT and computer literate | ✓ | |
| ATV and/or tractor driving qualifications | | ✓ |
| Diesel engine maintenance | | ✓ |
| Driving licence | | ✓ |
| First Aid qualifications | | ✓ |
| Identification of common Isle of Man species | | ✓ |
| Mental Health First Aid qualification | | ✓ |
| VHF Radio qualification | | ✓ |
| Sure-footed and a head for heights | | ✓ |

**4.4 Personal Qualities:**

| | Essential | Desirable |
|---|---|---|
| Able to live and work in remote situations | ✓ | |
| Able to multitask, problem solve and use your initiative | ✓ | |
| Enjoyment of both teamwork and lone working | ✓ | |
| Flexible approach to working outside of normal hours, including weekends and bank holidays | ✓ | |
| Interested in wildlife and conservation | ✓ | |
| Physically fit | ✓ | |
| Self-motivated, enthusiastic and willing to chip in with anything | ✓ | |

## 5. Details of Placement

**5.1 Length of stay:**
The period is from early March to the early November (36 weeks).

**5.2 Subsistence:**
An allowance of £45 per week towards food will be provided and will be paid weekly.
Travel to/from the Calf (from Port St Mary), accommodation and utilities will be provided.

**5.3 Working week:**
The nature of the work will require a very flexible approach, with much of the work required outside of 'normal' hours, including weekends and bank holidays. Hours are expected to be 42 per week.

**5.4 Location:**
The AEW will be based on the Calf of Man, an islet off the south of the Isle of Man, owned by Manx National Heritage. Please note this is a no smoking island.

**5.5 Leave:**
There is a leave entitlement of 15 days. Due to the nature of the work, holidays are normally taken only after consultation with the Line Manager. This is to maintain the requirements of two wardens remaining on the Calf at any one time, to keep the Calf operational.

**5.6 Accommodation:**
Accommodation is provided in the farmhouse building. This accommodation is basic and should be kept clean and in good condition. Living on the Calf requires careful use of water, fuel and supplies. Basic living facilities are provided including cooking utensils, bedding, TV, internet, heating etc but the post holder is responsible for ordering and paying for their own food and personal provisions.

**5.7 Training:**
Training will be provided, including ATV, Brushcutter, diesel engine, first aid, mental health first aid, rope work, tractor driving, and VHF radio. PPE will also be provided, where necessary.

**5.8 Additional information:**
The successful candidate will need a DBS check and a medical examination.