

## Job Description: Full-time Keeper

### British Wildlife Centre

The British Wildlife Centre is a not-for-profit organisation dedicated to educating the public about Britain's wildlife and the importance of its conservation. Our primary role is as an educational visitor attraction with a collection of over forty species of native and naturalised animals. We open for approximately half the year to the public, with the remainder of the year dedicated to pre-booked school visits, group visits, photography days and other activities.

The BWC is committed to promoting public education on British wildlife and conservation, participating in recognised captive breeding programmes and in playing an active role in local habitat conservation and management.

### Keeper

This post is for a highly motivated person who is practical and hardworking. It will suit a fit, practical person who can work outdoors during all weathers doing a physically demanding job. Specifically:

- Care for our collection of British wildlife
- Help to maintain animal enclosures
- Help to educate the public and school groups through talks and demonstrations

### Job Description

Job Title:	Full-time Keeper
Function:	Looking after the animal collection and conservation projects
Responsible to:	Head Keeper
Hours of Work:	5 days a week, including weekends/Bank Holidays on a rota basis. Hours 9.00am to 5.00pm.
Salary & Benefits:	A salary is paid based on skills and experience. Pro-rata annual leave: 28 days (including statutory holidays).

### Principal Duties:

#### *Care for the collection*

Your primary focus will be the care of our collection of British wildlife. This will encompass food preparation, feeding and cleaning. You will be responsible for the welfare and well being of the animals, monitoring health issues and improving their enclosures to provide behavioural enrichment. You will take instruction from the Head Keeper, working to his priorities to achieve the best animal welfare within the resources we have.

#### *Exhibit design and maintenance:*

You will be required to assist in the day to day maintenance of exhibits and general DIY functions, requiring the use of hand tools. You will have an input into exhibit design and building to provide the highest standards of animal care and efficiency of operations.

#### *Meeting zoo legislation:*

You will help to keep animal records to meet all zoo legislation. You will follow all procedures on safe practice and hygiene regulations.

#### *Internal communications:*

You will play a key role in the Keeper team, attending all staff meetings and producing any required reports. You will be expected to play a positive and helpful role in developing a happy productive team working towards the organisation's objectives.

#### *Health and safety:*

You will be required to follow and monitor Health and Safety arrangements and help ensure these are effective, consistent and well documented.

#### *Customer care:*

As a visitor attraction with an educational focus, customer care is a vital element of every employee's role. You will be expected to engage with and inspire visitors of all ages, interests and cultural backgrounds.

#### *Conservation projects:*

You will be required to look after animals in our captive breeding programme and to play an active role in our conservation work.

#### *Any other duties:*

From time to time, with direction from the Head Keeper, you will support the activities of other business areas when urgent tasks require completion.

## **Skills, Knowledge & Experience**

### *Essential*

- The post-holder will be mature in outlook, confident, hardworking and practical. Common sense and the ability to concentrate and prioritise on the essentials of a task will be key elements of your personality. You will need to work under pressure through peak times in what is a seasonal business.
- A National Diploma/Foundation Degree in Animal Management (or equivalent).
- A good level of competence of working with captive animals and their husbandry.
- A genuine love of British wildlife.
- Empathy with our role as a conservation and education-led organisation.

### *Desirable*

Experience in any of these areas is desirable; you should be able to demonstrate recent practical experience in at least one of the following:

- captive breeding and animal care;
- wildlife first aid or rehabilitation;
- recognised further education qualification in animal care;
- giving public talks and demonstrations;
- familiarity with working in a zoological collection.

## **Other Considerations**

1. The post is advertised as full time.
2. The appointment will be subject to a three month probationary period.
3. No person shall be treated less favourably than another on the grounds of sex, sexual orientation, marital status, race, ethnic or national origin, religion, colour, age or disability. As an equal opportunities employer, applicants for staff vacancies will be short-listed for interview and appointed purely on the grounds of their suitability for the post as laid out in the advertised job description.
4. We operate a no-smoking policy in all offices and site buildings.

## Hours of Work and Salary

The position is full-time, 5 days a week. Normal working hours will be from 9.00am to 5.00pm, with a lunch break of half an hour each day. Due to the nature of the work, you will be required to work Bank Holidays and weekends on a rota basis with other staff. Occasional evening work may be required. Overtime is not usually paid, but time taken off in lieu will be considered. The holiday allowance is 28 days per year, including statutory holidays, pro-rata.

A salary is paid based on skills and experience. All appointments are subject to confirmation after a three month probationary period.

## Procedure for Applicants

Application is by CV with a covering letter and must contain the following information:

- Name, address, contact telephone numbers and email address
- Employment history
- Education history

You should include a statement of the relevant skills and experience that you believe you will bring to the job, paying careful attention to the requirements of the job outlined above.

Please provide two referees to whom we can apply for a confidential reference, one of whom should be your current or most recent employer. References will only be taken up for those candidates chosen for interview or, with regard to your current employer, upon offer of contract.

Applications should be sent to:

Matt Binstead  
British Wildlife Centre  
Eastbourne Road  
Newchapel  
LINGFIELD  
Surrey RH7 6LF

or emailed to: [matt@britishwildlifecentre.co.uk](mailto:matt@britishwildlifecentre.co.uk)

**The closing date for applications is Monday 30<sup>th</sup> October 2017.**

Applications will not normally be acknowledged. If you would like yours to be acknowledged, please enclose a stamped, self addressed envelope.

## Interview and Selection Procedure

Interviews and the selection process will be held at the British Wildlife Centre by arrangement during the two weeks after the closing date for applications.