



Sandwich Bay Bird Observatory Trust

Guilford Road, Sandwich Bay, Sandwich, Kent CT13 9PF
info@sbbot.org.uk www.sbbot.org.uk
01304 – 617341 Registered Charity no. 289343



JOB DESCRIPTION FOR ASSISTANT WARDEN VACANCY

Roles:

- The two primary roles of the Assistant Warden are:
 - *to support the day-to-day work of the Warden in terms of wildlife observation; record keeping; data entry and general administration, including the management of the Field Centre.*
 - *to support the outreach and educational activities of the Observatory working with a range of local schools, colleges, universities and other community groups*
- The work of the Assistant Warden will be directed on a day-to-day basis by the Observatory Warden, acting under the overall guidance of the Council of Trustees through the Chair of the Trust.

Responsibilities

1. To assist with recording the wildlife of the Observatory's Recording Area and to assist with local surveys, including organising volunteer support for such surveys.
2. To help update, maintain and develop census records, including relevant sections of the website.
3. To assist with a range of administrative and other duties and tasks necessary for the smooth running of the Observatory. This may include assistance with cleaning of the accommodation and communal areas.
4. To assist with the programme of events and activities held at the Field Centre, such as school visits, walks, talks, events and courses and to further develop such activities.
5. To provide and develop interpretative information, in a variety of formats and for a variety of needs; to 'meet and greet' and provide general support for visitors to the Observatory Field Centre, nature reserves and the wider Recording Area.
6. To carry out outreach activities in relation to the Observatory and its work, including working with school and community groups.
7. To assist with the practical conservation and management of the Observatory's nature reserves, ringing areas and other land managed by the Trust.
8. From time-to-time, requests may be made to perform additional tasks not listed in this job description. Such requests will be discussed and agreed upon in advance with your line manager.