

## **Job Description – Keeper – April 2008**

### **British Wildlife Centre**

The British Wildlife Centre is a not-for-profit organisation dedicated to the conservation and public education of British wildlife. Our primary role is as an educational visitor attraction with a collection of over forty species of native and naturalised animals. We open for about half the year to the public, with the remainder of the year dedicated to pre-booked school, group visits 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 hard working. It will suit a fit, practical person who can work outdoors during all weather doing a physically demanding job.

Specifically:

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

### **Job Description:**

Job Title: Keeper  
Function: Looking after the collection and conservation projects  
Responsible to: Director / Curator

### **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 Curator 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 on 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 produce 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 background.

#### *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 Curator, you will support the activities of other business areas when urgent tasks simply have to be done!

### **Skills, Knowledge & Experience:**

#### *Essential*

- The post-holder will be mature in outlook, confident, hard working 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 be prepared to work under pressure through peak times in what is a seasonal business.
- National Award or National Diploma in Animal Management (or equivalent).
- A good level of competence of working with captive animals and their husbandry.
- Excellent customer-facing skills.
- 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:*

- Captive breeding and animal care;
- Wildlife first aid or rehabilitation;
- Recognised further education qualification in animal care;
- Practical building work and construction;
- Giving public talks & demonstrations;
- Familiarity with working in a zoological collection

### **Other Considerations:**

1. The post is advertised as full time.
2. 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:**

Normal working hours are 9.00 am to 5.00 pm 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 may be taken off in lieu. The holiday allowance is 28 days a year, including statutory holidays.

### **Salary & Benefits:**

The salary band for keepers is £14,000 to £16,000 per annum. Appointments, subject to relevant experience, are usually made at the start of the salary band. Finances permitting, salaries are reviewed annually.

All appointments are subject to confirmation after a three-month probation period.

### **Procedure for Applicants:**

Application is by C.V. with a covering letter and must contain the following information:

- Name, address, contact telephone numbers or email address
- Employment history
- Educational 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.

You should give two referees to whom we can turn 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 will not normally be acknowledged. If you would like yours to be acknowledged, please enclose a stamped addressed postcard.

Applications should be sent to David Mills, British Wildlife Centre, Eastbourne Road, Newchapel, Lingfield RH7 6LF

**The closing date for applications is 31 May 2008**

### **Interview & Selection Procedure:**

Interviews and selection process will be held at the British Wildlife Centre by arrangement during the two weeks after the closing date for applications. The process will take about two hours, including working outdoors alongside our keepers.