

# Essex Wildlife Trust

## Job Description and Person Specification



**Job title:** Site Manager

**Location:** Hanningfield Reservoir Nature Discovery Park

**Reports to:** Cluster Manager (North)

### Job Purpose

Managing a dedicated and enthusiastic staff and volunteer team, to deliver an outstanding visitor experience, ensuring the Nature Discovery Centre is a welcoming, safe, clean, pleasant, and inspiring place to visit. Ensuring all commercial targets, including food and beverage (café), retail, donations and memberships are met. Ensure that more people than ever have a great wildlife experience, feel more connected to nature and take positive action for wildlife.

### Key Tasks

- Act as a role model for the Essex Wildlife Trust Values
- Provide a visible presence on the shop floor during trading hours.
- Always promote excellent customer service. Friendly and engaging, creating a genuine and authentic interaction that provides opportunities for re-engagement.
- Responsible for delivering income targets and managing expenditure budgets.
- Maximise opportunities to recruit new members to the Essex Wildlife Trust.
- Offer a well promoted, inclusive and inspiring programme of events throughout the year
- Act as the main point of contact for media at the Nature Discovery Centre and maintain site based social media platforms.
- Ensure a high-quality food and beverage offer.
- Ensure a well merchandised and inspiring retail offer.
- Manage stock levels, stock accuracy, and make key decisions about stock control.
- People Management including recruitment of staff and volunteers.
- Ensure staff and volunteer numbers / rotas reflect trade levels, with sufficient cover for weekends, bank holidays, school holidays and other peak periods.
- Improve individual and team performance through observing, coaching, and training (to include 1:1's, reviews and regular team meetings).
- Volunteer manager tasks include leading on volunteer recruitment, onboarding, recognition and day-to-day management of volunteers and ensuring mandatory training completion and working with the Volunteering Team to update on volunteer hours and other key reporting data.
- Ensure all health and safety checks and documentation (including food hygiene) is completed accurately, and recommendations acted upon.
- Maintain a clean, tidy, and safe environment for our visitors, staff and volunteers.
- To ensure required maintenance of the Nature Discovery Centre is undertaken. To include inspections, repairs, and improvement works.
- Complete all required administration to support the smooth running of the Centre.
- Foster a positive culture of cross divisional working to support both the Nature Discovery Centres and Essex Wildlife Trusts aims and objectives.
- Proactively engage with external partners, creating collaborative working relationships.

## **Person Specification**

### **Knowledge and Skills**

- Experience leading and managing a team
- Proven ability of supervising and/or working alongside volunteers
- Experience in two of the following areas:
  - Managing a catering/café/hospitality offer
  - Managing a retail outlet
  - Managing a successful and profitable venue
- Excellent communication and interpersonal skills including use of social media
- Proven ability to problem solve, use your own initiative and to be able to work effectively in a reactive and sometimes demanding environment
- Experience of providing excellent customer care
- A high level of administration skills
- Knowledge of, or interest in, wildlife and an interest in working for a charity which is determined to protect wildlife for the future and for the people of Essex

The role requires the following training: Emergency First Aid, Fire Warden, Food Allergy and Intolerance, Food Safety Level 2, Safer Recruitment and Volunteer Management. Full training will be provided where needed.

### **Additional Information**

- The Nature Discovery Centre is open every day, with the exception for Christmas Day and Boxing Day
- Working five days out of seven, to include regular weekend working. The post holder will be working weekdays, weekends and Bank Holidays
- Expectation of covering other Nature Discovery Centres as required
- Desirable to be able to drive and hold a current full UK driving licence with full use of your own vehicle
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex
- The post holder has a responsibility to safeguard and to work in a way that promotes the safety and wellbeing of children and young people.

### **Disability Confident Statement**

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

### **Armed Forces Covenant**

We are proud to be an employer that supports the Armed Forces Covenant and are committed to supporting those who serve or have served in the Armed Forces, and their families. As part of this commitment, Armed Forces veterans who meet the minimum criteria for an advertised role will be guaranteed an interview.

### **Disclosure and Barring Service**

Essex Wildlife Trust is committed to equal opportunities and maintaining a safe and secure environment for all children and young people. Therefore, the successful applicant for this position will be subject to pre-employment checks including a Disclosure and Barring Service check. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_