



## Job Description

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<b>Job Title:</b>	<b>Nature Reserves Assistant Managing Warden (full-time)</b>
<b>Team:</b>	<b>Land Management</b>
<b>Location of Job:</b>	<b>Comino, Foresta 2000, Simar Nature Reserve, Għadira Nature Reserve and Salina Nature Reserve</b>
<b>Post holder reports to:</b>	<b>Head of Land Management</b>
<b>Reporting to Post Holder:</b>	<b>Volunteering Assistants</b>

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### General Scope and Purpose of Position

To assist the Head of Land Management (Nature Reserves Manager) to administer the nature reserves and thus achieve BirdLife Malta's goals through policy development, advocacy and enforcement.

The post has a key role in ensuring the development of the reserves and taking their management to the next level.

### Site deployment

Stationed primarily at Foresta 2000, the candidate would also be expected to visit Comino at least twice a week in the summer/autumn months and at least once every two weeks during the other seasons. Deployment to Għadira Nature Reserve, Salina Nature Reserve and Simar Nature Reserve is also possible.

### Main Duties:

#### 1. Habitat Management

- To implement the management plan by carrying out tasks detailed in the same plan for the designated site
- To research, review and assist in the writing of future management plan tasks
- To set up, prepare and attend meetings with various stakeholders in relation to the implementation of the management plans.

#### 2. Research

- To assist in the daily collection of avifauna records, including inputting of sighting and ringing records as may be.
- To assist and be responsible for the recording of other fauna and flora species

- To assist in the preparation of annual works and scientific reports for the sites managed by BirdLife Malta
- To assist in the organisation of regular field work with the aim of gathering scientific data, useful both for the implementation and drawing up of managing plans and for the annual reports.
- To assist and be responsible for the recording in detail of breeding activity on the sites managed by BirdLife Malta.
- To set up, prepare and attend meetings with various stakeholders in order to attract new scientific studies and research programmes to the sites administered by BirdLife Malta

### **3. Finance**

- To search and identify development opportunities for the organisation with particular focus on conservation.
- To keep updated with the organisational and national needs to seek opportunities to meet the needs through projects
- To liaise with Head of Conservation and CEO regarding any opportunities with the aim of moving forward to application stage.
- To assist in identifying and implementing strategies aimed at generating unrestricted income
- To gather all the information and documents necessary to meet deadlines imposed by the agreements in place to manage the sites

### **4. Visitor Experience**

- To handle and liaise visitors to the primary sites, namely Foresta 2000 and Comino
- To gather feedback from visitors in order to improve the current setup.
- To look out for new opportunities to implement events/activities at the sites as per event policy procedures
- To assist in the handling of the merchandise level and finances of the shops at Ghadira, Salina and Simar Nature Reserves

### **5. Other Relevant Factors:**

- Required to work flexible hours including weekends and Bank Holidays.
- Occasionally required to use private vehicle when possible.
- Required to maintain confidential information.
- We expect you to carry out your job responsibilities in an environmentally-aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively and efficiently.
- At BirdLife Malta, volunteers are a major resource and make a vital contribution to BirdLife Malta's aim to take action for the conservation of wild birds and the environment. You will be expected to encourage, develop and support volunteer involvement in our work.

### **Appearance & Hygiene**

- Maintain the highest standards in personal hygiene, appearance, body language, and conduct
- Follows grooming polices scrupulously

- Ensures that own working area is clean and tidy

## **HR & Training**

- Fosters and develops effective relations with all colleagues
- Gives feedback to direct superiors about motivation and work challenges
- Maintains effective internal communications
- Attends all relevant training sessions as required
- Identifies own training needs and makes recommendations to the direct superior and HR Department accordingly
- Communicates any training requests to direct superiors and the HR Manager
- Takes an active part in the performance appraisal
- Has thorough knowledge of company procedures and standards, and works accordingly
- Keeps abreast with modern and current trends in the Finance sector

## **Safety & Security**

- Strives to reduce work-related accidents within the department
- Participates in Health & Safety Training as required
- Has full and up-to-date knowledge of fire, emergency, and evacuation procedures
- Reports serious violations of Safety & Security procedures, and defective material to the OHS Co-ordinator immediately
- Ensures that own work is carried out in a safe manner, and that own actions do not create a hazard for self and/or colleagues
- Ensures the safety of people and property by applying organisations regulations, and adhering to existing laws and regulations
- Prevents possible and probable hazards and conditions by taking corrective or preventive action

## **Miscellaneous**

- Avoids senseless use of work material, water, and energy
- Is aware of the position within the organisation, knowing how to carry responsibility, and helps the organisation in achieving client engagement
- Finishes all requested tasks on time, and ensures that all deadlines are met, and that guests and clients are satisfied
- Is fair and polite to colleagues and clients; ensures and encourages teamwork; also leads by example by refraining from passing any degrading comments about colleagues, superiors, and clients
- Promotes inter-departmental harmony, teamwork, and collaboration through his/her attitude and behaviour
- Assists colleagues as required
- Assists in additional tasks assigned by Management with a positive attitude
- Is accommodating according to work exigencies, and accepts a flexible work schedule necessary for uninterrupted service to the organisation's guests and stakeholders
- Knows names and functions of the company's top people

## **Organisations Building**

- Ensures, the best use and practices to safeguard the organisation's building

- Takes all necessary action to prevent carelessness towards organisation's building and equipment
- Ensures that all colleagues, and contractors take good care of the organisation's property, and report any incidents to the Operations Manager