



# JOB DESCRIPTION

**Job Title:** Keeper  
**Responsible to:** Head Keeper  
**Responsible for:** Animal Husbandry

**Closing Date:** 23<sup>rd</sup> May 2022

## 1. Principal Duties

Wildwood Trust are seeking to employ a keeper to focus on the husbandry and conservation of a range of species across Wildwood Escot. Preference will be given to keepers experienced in the management of large carnivores.

### 1. Duties

- Assist with the preparation of approved diets and carrying out the correct feeding procedures whilst maintaining high standards of hygiene, equipment care and house-keeping as routine part of daily duties.
- Contribute to the development of high standards of husbandry and welfare, supporting the development of innovative, enriching and aesthetic enclosures with the team.
- Assisting Living Collection colleagues, with veterinary, training, behaviour, enrichment and other relevant animal related procedures
- Present relevant material at conferences or in media based situations as required.
- Present keeper talks as requested and support positive visitor experiences by answering questions in a friendly and helpful manner, ensuring that visitors leave with a good impression of the Living Collections team and Wildwood as an experience. Demonstrate knowledge of the role of a modern animal collection in terms of conservation, research and education.
- Familiarity and compliance with all health and safety protocols and documentation. This includes emergency procedures, risk assessment and safe working practices.
- As requested by the Senior Keeper, Director of Zoo Operations or General Manager support broader Wildwood activities such as late evening/ weekend functions, animal encounters, PR photo calls/filming, VIP encounters, Keeper for a Day, and other Wildwood events.
- Inputting animal records and data onto daily record sheets and the ZIMS database etc.
- Support internal communication through presenting work to internal Wildwood colleagues at appropriate forums. Be collaborative with all Wildwood departments and within the wider zoo community.
- Some media work may be required which will involve speaking confidently and comprehensively.
- Mentor and support trainee keepers, volunteers and work experience students.

### 2. Expectations of Job Holder

- To ensure that the policy for equality and diversity is adhered to and promoted in all aspects of the post holder's work.

- To ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information.
- To comply with and promote health and safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Take responsibility for furthering your knowledge by liaising with experienced colleagues, or those with specific knowledge of different species.
- To be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- To undertake such other duties as are commensurate with the grade of the post.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

### 3. Other Considerations

1. The post is advertised as full time. It will require occasional weekend, bank holiday and evening working.
2. This role will be extensively outside working with direct exposure to the weather and animals.
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 shall 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. Wildwood operates a no smoking policy in the park and in its offices.

### 4. Employment Package

1. The full time salary for this Keeper role is £19,000-£22,500 depending on experience.
2. Core working hours are 08.00 until 17.00 with an unpaid half an hour for lunch and morning break. This post is advertised as 37.5 hours per week over 5 days. The job will involve overtime, including some evening and weekend working as part of your normal duties.
3. The pro rata holiday allowance is 30 days a year, this includes statutory holidays.
4. Appointments are subject to confirmation after a six-month probation period.
5. Wildwood offers access to a stake holder pension, details of which will be supplied on confirmation in post.

### 5. Procedure for Applicants

#### Applications

Application is by C.V. and must contain the following information:

- Name, address, contact phone numbers
- Personal Statement
- 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 current employer, on offer of contract.

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

Applications should be sent to Helen Sayers, Wildwood Trust, Herne Common, Herne Bay, Kent, CT6 7LQ. Or alternatively email [helen@wildwoodtrust.org](mailto:helen@wildwoodtrust.org)

### **Interview & Selection Procedure**

Interviews and selection tests will be held at Wildwood offices at Wildwood Escot, Escot Park, Ottery St Mary, Devon EX11 1LU