

**Position:** Alameda Wildlife Conservation Park (AWCP) Manager

**Reports to:** Director, Company Manager, Garden Manager (the latter on infrastructure, planted areas and gardens grounds) ('upper management')

**Responsible for:** AWCP Head Keeper, AWCP Senior Keeper, AWCP Keepers and Volunteers

### **Candidate requirements**

- Be knowledgeable on the philosophy, workings and requirements of an animal park and sympathetic to its development as an institution for conservation and learning.
- Have previous experience in overseeing operations at an animal park.
- Have effective leadership qualities, good communication skills and be motivated and dynamic, inspiring staff with a strong work ethic.
- Be able to work with flexibility, responding effectively to new situations as they arise.
- Have and retain a valid B class driving license.

### **Summary**

- The AWCP Manager is an employee of Wildlife (Gibraltar) Ltd (WGL).
- It is the AWCP Manager's duty to report on all matters concerning the day-to-day running of the AWCP.
- The AWCP Manager's role is to maintain, develop and improve the AWCP.
- The AWCP Manager will implement procedures and processes necessary for the running of the AWCP as agreed with and requested by upper management.

### **Responsibilities**

- Keep abreast of current information on all international and local regulations and permits pertaining to animal welfare, wildlife conservation and public safety.
- Species Collection Plan coordinator and administrator.
- Accreditation and liaison with international bodies.
- Manage all aspects of the acquisition & disposition of animals.
- Animal collection care, wellbeing, and health.
- Co-ordinating Steering & Ethics Committee Meetings with various Stakeholders.
- Animal record keeping in accordance with the protocols of the Company and affiliated bodies.
- Plan, manage and oversee all operations in the AWCP daily, including reception, staff and volunteers, animal care and park maintenance.
- Participate in the day-to-day, physical husbandry and maintenance work at the AWCP.
- Establish and manage policies and procedures for maintenance of animal records, transport and health programs, including animal handling, capture, restraint, testing, and medication administration.
- Schedule daily procedures related to the care of the animals and maintenance of exhibits & habitats.
- Manage exhibit design & construction.
- Maintain and keep current procedures and equipment pertaining to animal escapes as well as train staff in emergency procedures and equipment use. Participate with local agencies in rehabilitation of injured wild animals.

- Be responsible for and review animal diets on a regular basis with veterinarian and senior staff to ensure proper quality, quantity, and nutritional value.
- Development & implementation of animal enrichment program.
- Inspect habitats, animal-holding areas, and work areas to ensure proper standards are maintained.
- Coordinate veterinary care, medical evaluations, parasite screening, and recommended treatments. Schedule & work with veterinarian.
- Manage conservation efforts and scientific research programs of the AWCP in consultation with the Director, in cooperation with professional organisations and educational institutions, and respond to all reasonable requests regarding the use of specimens held at the AWCP for research and conservation by other institutions.
- Long term planning for the facility, including strategic & master planning.
- Staff recruitment, together with upper management.
- Staff inductions, training and appraisals, the latter with upper management.
- Manage minor disputes among staff and report any potential disciplinary issues to upper management. Assist upper management in matters relating to disciplinary issues.
- Volunteer and Intern recruitment, training and management.
- Encourage a team player environment with an enthusiastic and positive approach to all tasks and encourage the development of all staff.
- Keep an up-to-date inventory of all tools and equipment held by the AWCP, including those corresponding to individual members of staff.
- Manage purchases and stock of animal food, consumables and any other requirements pertaining to the AWCP according to Company policy.
- Ensure appropriate budgetary controls are maintained. In this respect, regularly review and monitor purchase prices.
- Manage sales and takings according to Company policy.
- Ensure health and safety regulations are adhered to at all times for staff, volunteers and the public. Monitor the AWCP for possible Health & Safety issues at all times and report all possible issues to upper management.
- Ensure that all issues, incidents and accidents are promptly reported.
- Provide Social Media updates and liase with upper management regarding AWCP website updates.
- Lead with the preparation and maintenance of interpretation at the park.
- Represent the AWCP at conferences, events, meetings and external training courses as requested by upper management.
- Actively seek to build relationships with other professionals and collections to encourage sharing of knowledge.
- Liase with the GBG Education Officer regarding the coordination of school tours.
- Report to and liase with the Garden Manager regarding grounds, planted areas, maintenance of infrastructure and any other relevant issue.
- Conduct daily/weekly staff meetings.
- Deliver monthly progress reports to upper management. Attend meetings as and when required by upper management.
- Respond to situations and attend the AWCP at short notice if and when required.
- Be responsible for all people in the AWCP at all time, including the public, schools, tour groups, staff, support scheme, community care, interns, volunteers, subcontractors and suppliers.
- Deliver excellent customer services to internal and external parties.
- Manage the opening and closing of the AWCP premises and be a key holder.
- Promote WGL and the AWCP in a positive and professional light at all times.

- Maintain confidentiality in respect of WGL work and staff.
- Perform any other duties, functions and special projects within reason as required by upper management. The AWCP Manager is required to carry out any lawful instruction issued by upper management that is appropriate to his/her post.

## **Training**

The AWCP Manager must:

- Take part in and, when necessary, take a lead in instructing and training staff and others, or coordinate instruction and training, as determined by upper management.
- Attend any course, conference or seminar that the Director feels is useful for the AWCP Manager's professional development.
- Actively seek further knowledge in the fields of conservation, animal husbandry and visitor requirements and expectations.
- Act as a nominated First aider – undertaking training and refresher courses as required.
- Safeguarding Children – undertaking training and refresher courses as required.

## **Salary & Conditions**

- The position of AWCP Manager receives an annual salary of £31,573 paid per calendar month.
- The role is 37 hours per week, including weekend and bank holiday rotas as required.
- Overtime work may be carried out as previously approved by upper management.
- Leave and sick leave apply as per Company Policy.
- Following the interview and selection process, the successful candidate shall be subject to a twelve-month probationary period.
- Following successful completion of the probationary period, the position of AWCP Manager will be held for as long as WGL is contracted to manage the AWCP, or until the successful applicant reaches retirement age, whichever is the earlier, or the AWCP Manager falls foul of the requirements pertaining to his/her position.
- The AWCP Manager may terminate his/her employment by resignation. The AWCP Manager shall give the Director at least one month's notice prior to resignation.
- The age of retirement for the AWCP Manager shall be 65.
- All disciplinary rules at WGL apply equally to the AWCP Manager.

Applications including C.V. and cover letter should be emailed to [info@wildlife.gi](mailto:info@wildlife.gi)