



# Job Description

## IDENTIFICATION OF JOB

<b>JOB TITLE</b>	<b>Seasonal Assistant Warden</b>
<b>TEAM</b>	Conservation
<b>WORKING BASE</b>	Skomer Island, Pembrokeshire Accommodation on the island is provided
<b>RESPONSIBLE TO</b>	Skomer Island Warden
<b>MAINLAND SUPPORT</b>	Head of Islands and Marine
<b>RESPONSIBLE FOR</b>	Volunteers and contractors as required

## OVERALL PURPOSE OF JOB

Assist in the management and monitoring of Skomer Island NNR

## MAIN RESPONSIBILITIES

- Engagement with day trippers, including delivery of welcome talks and ensuring safe arrival and departure from the island. Responding to general enquiries.
- Guide educational groups visiting Skomer on day trips when requested.
- Assist with residential events on Skomer for under-represented groups, including young people.
- Wildlife monitoring and recording to include but not limited to; breeding bird surveys, seabird census, seabird productivity, vegetation surveys and mapping ground nesting birds.
- Monthly biosecurity checks.
- Lead volunteers when required.
- Maintenance of buildings, infrastructure and vehicles.
- Path maintenance and practical estate work.
- Ensure Health and Safety Policy is complied with at all times and maintain a tidy work environment.
- Report on grant funded activities in a monthly progress update as required by WTSWW and the grant funders.
- Share news and stories about the island, marine wildlife and the wider marine environment in blogs and content for our supporter's newsletters.
- Liaise with contractors and other members of WTSWW staff working on Skomer.

- In order for the organisation to work efficiently, you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties appropriate to the post, as delegated by your line manager

## **JOB SPECIFICATION**

- This is a fixed term contract from 28 March to 31 July 2026.
- The salary will be £24,479.00 per annum pro rata.
- Holidays: 25 days plus bank holidays per annum pro rata.
- Accommodation on the island is provided free of charge for the duration of the contract as is boat travel to and from Skomer. Please note, boat crossings are subject to weather and sailing schedules. A budget is available to cover reasonable travel expenses at the start and end of the contract and to pay for mainland parking if required.
- You will be required to live in accommodation provided by the Wildlife Trust on the island, as this is necessary for the delivery of the duties for which you are employed. Termination of occupation of the property will occur at termination of employment.
- A flexible approach to working hours and days is required. Hours of work can be long and early morning and evening work is a requirement of this role. Staff work a six-day week and days off do not normally fall on the weekend. We operate a flexible/TOIL working system to take account of the fact that evening and weekend work is required. The location and nature of the post requires high levels of physical stamina.
- In order for the organisation to work efficiently, you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties appropriate to the post, as delegated by your line manager.

The post holder has responsibility for the operational delivery in the areas listed in the job description.

This position is fully funded by the Nature Networks Programme, a grant being delivered by the Heritage Fund, on behalf of the Welsh Government. Nature Networks funding is in place for this role in 2026 and 2027. The post is additional to the current staff and volunteers on island and is designed to add additional capacity. There is funding available for necessary training courses.

# Person Specification

**JOB TITLE**                      **Seasonal Assistant Warden – Skomer Island**

## **ESSENTIAL**

- Can identify British seabirds and demonstrate some knowledge of seabird and marine ecology.
- Can demonstrate experience of wildlife survey and monitoring techniques and data collection.
- Ability to plan and manage workloads and meet deadlines.
- High levels of enthusiasm, self-motivation and adaptability.
- Fit and hardy nature; able to work outside in all weathers, for long hours and able to carry field equipment.
- Happy to share living quarters with colleagues and live in a small and isolated community.
- Flexible approach to working hours.
- Knowledge of health and safety and the risks associated with lone working and working in a remote environment.
- Experience of managing, training and working alongside volunteers.
- Enjoys working with public and stakeholders.

## **DESIRABLE**

- RYA Level 2 Powerboat Handling
- Valid Emergency First Aid qualification
- Brushcutter qualification
- Welsh / English bilingual communication skills

## **HOW TO APPLY**

Please complete an application form <https://www.welshwildlife.org/about-us/jobs/>  
Cover letters and CVs will not be considered as part of the application.

Completed forms should be emailed to [info@welshwildlife.org](mailto:info@welshwildlife.org) quoting 'Skomer Seasonal Assistant' in the subject line.

Closing date for applications: 10am on Friday 13<sup>th</sup> February 2026  
Interviews will be held by video conference on: Friday 20<sup>th</sup> February 2026

## **Further information**

To discuss details of the post, contact Leighton Newman by email at [skomer.warden@welshwildlife.org](mailto:skomer.warden@welshwildlife.org) and please provide a contact phone number.

## **Equal Opportunities**

We are committed to equality, diversity and inclusivity. We are particularly keen to increase the diversity of our staff, volunteers and supporters. We welcome applications from people from groups which are underrepresented in the conservation sector, particularly people from minority ethnic groups, people with disabilities and people from low-socioeconomic backgrounds. Even if you do not feel you meet all the criteria, please do submit an application. We can provide training and support to the right candidate.

As a Disability Confident Committed 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