



Tralee Bay Wetlands Centre

Ionad Bogach Bhá Thrá Lí

Education and Wildlife Officer Position – Information Booklet

Minimum Requirements

Each candidate must, on the latest date for receipt of completed application forms:

- a. hold a recognised third level degree and/or postgraduate qualification in a subject relevant to the role, e.g. Environmental Science; Ecology; Biology; Geography and have at least two years satisfactory and relevant experience in a related field.
- b. Have expertise, including that gained as a researcher or volunteer in the operation and maintenance of wetlands, habitat and species management and enhancement, experience of survey methods and techniques
- c. Demonstrate a clear understanding of environmental issues, particularly relating to sustainability, biodiversity and EU environmental legislation such as the habitat and Bird Directives
- d. Possess a good knowledge of the Tralee Bay Nature Reserve and of the flora, fauna and marine life of north and west Kerry

Necessary Skills

- Good inter-personal and communication skills
- An understanding of the role of operating a nature visitor facility and the need to strike a balance between business promotion/expansion and the sustainability of the environment
- A desire to make Tralee Bay Wetlands Centre a centre of excellence for visitors both domestic and international wishing to learn more about Irish wetlands and how to sustain them
- Strong teamwork skills with experience in the areas of customer service; volunteer management and supervision; networking with other key stakeholders, e.g. NPWS; Second & Third Level Colleges; Community and Educational Groups
- IT competency
- An ability to work under supervision and unsupervised, on own initiative and to meet deadlines as required
- A knowledge of financial management, customer service, marketing and public relations, dealing with the public and the media

Main Duties of the Post

- To assist the Centre manager and Assistant Manager in the efficient commercial operation of the centre, its facilities and staff, including volunteers
- To direct habitat and species management within the site, including water level control, pest and invasive species control and implement biodiversity enhancement projects in consultation with NWPS and appropriate bodies
- Prepare, direct and supervise volunteer and student work placement programmes
- Prepare Education Programmes including worksheets for particular groups, e.g. primary school students, post primary school students
- Ensure that the Wetlands Centre and its facilities are maintained to a high standard
- To promote the Wetlands Centre as a centre of ecological research for students in third level colleges, both in Ireland and internationally
- To assist the Manager and Assistant Manager in the preparation of Health & Safety Statement and Risk Assessments and ensure that Health and Safety regulations are adhered to
- To perform any other reasonable duties that may be assigned by the Manager and/or the Assistant manager from time to time

Working Hours

The Centre is open 7 days a week. It is typical to work a 39-hour week over a five-day period, often including weekends, evenings and public holidays. Hours are longer during the busier summer period than in winter.

Salary

€25,000 per annum, paid fortnightly

Selection

Selection will be by means of a competition based on an interview conducted by or on behalf of the Tralee Bay Wetlands Co. Ltd. Candidates may be short-listed on the basis of relevant qualifications, experience and other information set out in their application forms. The candidates short-listed will be invited for interview.

The Tralee Bay Wetlands Company Ltd. is an equal opportunities employer.