



JOB DESCRIPTION

Job Title: Assistant Park Manager Escot
Function: Assist the General Manager in running Wildwood Escot
Responsible to: Escot General Manager
Responsible for: Park administration, Finance and Management

1. Principal Duties

1. Assisting the General Manager in running Wildwood Escot

This is an important role working with the General Manager to ensure the effective, safe and commercial operation of Escot Wildwood.

Wildwood Escot is a growing organisation, within the Wildwood Trust. This role will include ensuring the effective administration of the park as well as aspects of Finance, Human Resources, Health & Safety and Management. The successful post holder will require a combination of skills, experience and common sense and will primarily be working with the Park Manager, the Trust's finance team and with Directors across the Trust.

It is imperative that the post holder ensures that the administrative systems that are put into place and managed have the capacity to support the growth of Wildwood Escot.

You will deputise for the Park Manager as and when needed.

You will run the administrative office and assist the Park Manager in the arranging and setting up of meetings, dealing with all incoming post, keeping all risk assessments and administrative and financial systems up to date. You will respond to general enquiries and help to streamline communications.

You will also support any other managers and departments as needed.

2. Human Resources

Working alongside the staff in Kent, you will be required to maintain personnel records for Escot staff.

You will arrange recruitment advertisements and interviews and produce letters of appointment. It will also be your responsibility to monitor and update the Terms and Conditions of Employment, ensuring that all the Employers' legal obligations are met according to current employment law.

To arrange and take notes at any disciplinary, grievance or other HR meetings. You will also monitor and keep up to date the current systems, ensuring all managers are complying with correct HR legislation and procedure.

Working with the Park Manager and other managers you will manage and record staff attendance and timekeeping, oversee staff training and answer any HR related queries.

To be the main point of contact for all staff HR related issues at Escot.

You will also help develop staff training at Escot. This will involve:

- identification of training needs
- development of training schedules

- implementation and delivery of training programmes
- monitoring and review of training programmes
- monitoring staff performance levels
- coaching other managers and supervisors

3. Finance

You will be required to co-ordinate all financial administration of the park. You will work closely with the finance team in Kent to ensure the financial systems are effective. You will be responsible for maintaining accurate financial records and doing the banking and posting for the park.

You will maintain strict financial management systems and documentation, monitor procurement, managing petty cash, collating and dealing with supplier invoices, dealing with online credit card and paypal payments, cash floats and donation buckets.

You will be responsible for ensuring compliance of staff with the Electronic Clocking System, and reconciling to the time sheets.

You will provide assistance to the Park Manager, Director General and Kent finance team in preparing budgets, monitoring stock, profit margins, labour costs and all other financial measures.

4. PR and Media

You will on occasion be required to represent Wildwood in a range of media based situations including written press, television and radio interviews. It is important that Wildwood is promoted and represented professionally to further promote our work with native species.

5. Health and Safety

The various managers are responsible for the maintenance of their department's Health and Safety systems and for setting their own Health and Safety Standards. You will be required to co-ordinate and oversee their activities, ensuring that Wildwood Escot's Health and Safety arrangements are effective, consistent and well documented across the board, and that they fulfil the requirements of our advisors and insurers.

You will be responsible for all accident reporting. You will arrange and manage the playground and general external H&S assessments – coordinating all relevant associated tasks. Working with our insurers to ensure sufficient cover is in place for all new and existing activities and to process any claims.

6. IT Administration

You will manage logins onto google apps and other non-technical issues with our IT and communication and backup systems.

7. Special Project Management:

This role will work together with other managers and departments to identify, develop and implement new and additional visitor experiences, for example, summer evening events and Christmas tours. At times this will require you to be on hand to manage and supervise these events.

You will take joint responsibility in ensuring that projects are achieved and within allocated budgets and deadlines.

2. Skills, Knowledge & Experience

1. Essential

The successful applicant will already be an experienced manager and natural leader. They must be confident and dynamic, flexible in their approach to their work, and be able to carry out tasks independently. It is important that they are able to deal effectively and professionally with colleagues at all levels in a straight forward manner and are able to work well in a team context.

You must be willing to undertake management and customer service training and to deliver that training to others.

Being a team player, together with the ability to manage and inspire confidence and loyalty in a wide range of personalities will be essential to the role.

A genuine love of British wildlife and a belief in Wildwood's Mission.

3. Other Considerations

1. The post is advertised as a full time and will require some weekend and bank holiday working, together with occasional evening working.
2. Appointment will be subject to a six month probationary period.
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.
5. There will be some travel requirements associated with the role for which you will be re-inbursed.

4. Employment Package

The salary band for the Assistant Park Manager at Escot is £25,000 to £27,000.

Normal working hours are a 40 hour week, including a half an hour for lunch; Core hours are 9.00 am until 5.00 pm although the job will involve overtime, plus evening and weekend working as part of your normal duties.

The holiday allowance is 30 days a year, this includes statutory holidays.

Appointments are subject to confirmation after a six-month probation period.

Wildwood offers access to a stake holder pension, details of which will be given to you on confirmation in post.