****

**About us**

Yorkshire Wildlife Trust is one of the region’s largest and oldest charities, starting life by taking on the ownership and management of Askham Bog nature reserve on the edge of York in 1946. It is one of the 46 Wildlife Trusts and the *Royal Society of Wildlife Trusts* that collectively form *The Wildlife Trusts Partnership*. Together, they are biggest organisation in the UK working solely for nature.

Today, we employ over 190 staff, work alongside over 900 volunteers and are supported by nearly 44,000 members. We manage more than a hundred nature reserves covering just over 3,000 ha of land and work with many other land managers assisting them to improve wildlife on their land. We involve people in nature conservation through the simple inspiration of visiting a Trust nature reserve, through events, environmental education and community involvement. We communicate and advocate for nature across all of Yorkshire, not least through engaging and influencing the planning systems to help deliver YWT’s ambition for a nature-rich Yorkshire.

Our mission is to ***restore wildlife by making Yorkshire wilder together.***In pursuit of ourvision for, ***nature-rich and resilient land and seascapes stretching from the sea to cities and fells with healthy, thriving ecosystems meeting the needs of Yorkshire’s people and its wildlife.***

In 2020/21 we refreshed Yorkshire Wildlife Trust’s Strategy, to be bolder in our ambitions for a Wilder Yorkshire, from 2021 to 2025, we will focus on five delivery themes to:

* + Restore and Grow Wild Places;
  + Partner for a Wilder Yorkshire;
  + Create a Wilder Future;
  + Foster a One Trust culture; and to
  + Be Financially Strong and Sustainable.

# Job Description

Job Title: Project Assistant (North)

Responsible for: Volunteers

Responsible to: Project Officer

Location/based at: York

Date last updated: 19 May 2025

## Main Purpose of the Role

The North Project team undertakes the following streams of work:

* Landscape and catchment-scale habitat restoration and creation, particularly:
  + river restoration to improve habitat for fish, invertebrates, reduce agricultural run-off and areas of unnatural erosion and sediment.
  + wetlands for waders and plant communities
  + ponds for Great Crested Newts and crayfish
  + invasive species control
  + reintroduction of rare wetland plant species into the landscape.
* Surveying and monitoring of habitats and species to identify issues, plan remedial work and measure the impact of any interventions.
* Stakeholder engagement to encourage landowners and land managers to take action for nature’s recovery by advising them on how to benefit from the projects we are delivering or via other funding opportunities (e.g. agri-environment schemes).

**Tasks and Responsibilities**:

* Help deliver our landscape and species recovery projects across the North Yorkshire area safely, on time, within budget and to a high standard.
* Work with the staff team to deliver practical tasks and survey field work, in addition to liaising with volunteers, stakeholders and contractors.
* Be flexible in your approach and able to assist on different projects according to where funding has been secured.
* Be closely supported and mentored by the Project Officer and our partners.

## Travel to remote sites and engage with landowners, land managers and contractors to deliver practical interventions.

## Conduct on the ground surveys and monitoring.

## Engage with staff, landowners, partners, and volunteers in a positive proactive manner.

## Support the coordination of volunteers by providing training and assigning relevant tasks.

## Assist with any scheduled events and activities which raise awareness and understanding of the value of the project to relevant stakeholders.

* Assist with record keeping of interventions and surveys, some input into the projects GIS mapping.

**Other**

* Manage volunteers and trainees in line with Trust policy and best practice.
* Promote the Trust and partner organisations whenever possible.
* Demonstrate our Trust values every day behaving with courage, respect, and integrity whilst trusting others and taking responsibility for your actions at all times.
* Support and promote the Trust’s commitment to equality, diversity and inclusion.
* The Trust is committed to safeguarding and promoting the welfare of children, young people, and adults at risk and expects all staff and volunteers to share this commitment.
* Abide by all Trust policies.
* Undertake any other duties as requested by your line manager and in line with the post.

# Person Specification - Project Assistant (North)

|  |  |
| --- | --- |
| **Experience** | **Essential/Desirable** |
| Undertaking physical and practical tasks | Essential |
| Practical management (particularly rivers/wetlands) | Desirable |
| Species and habitat survey and monitoring | Desirable |
| Engagement with others (e.g. landowners, stakeholders, partners) | Desirable |
| Supervision or coordination of other people (e.g. volunteers, peers, colleagues, contractors) | Desirable |
| **Knowledge and Skills** | **Essential/Desirable** |
| IT literate – MS Work, Excel, Outlook | Essential |
| Recording/data inputting skills. | Essential |
| Excellent written and verbal communication skills | Essential |
| Good knowledge of river and wetland habitats and species | Essential |
| Good understanding of volunteering and volunteer groups | Desirable |
| Good knowledge of invasive species. | Desirable |
| Good knowledge of current biosecurity best practice. | Desirable |
| Understanding of the Catchment Based Approach (CaBA). | Desirable |
| Understanding of using GIS for producing maps etc. | Desirable |
| **Personal Qualities** | **Essential/Desirable** |
| Self-motivated and able to work as part of a team. | Essential |
| Good level of fitness and mobility. Able to undertake tasks for long durations in challenging environments. | Essential |
| Good time management skills and ability to forward plan. | Essential |
| **Qualifications/Other Requirements** | **Essential/Desirable** |
| Full UK Driving Licence | Essential |

## Terms and Conditions

|  |  |
| --- | --- |
| Salary: | Within the range £23,750 - £24,768 per annum (pro rata if part-time). |
| Hours: | 35 hours per week, Monday to Friday. The nature of the post’s duties may occasionally require evening and/or weekend work. Paid overtime is not available, but time off in lieu will be given for essential additional hours worked. |
| Contract | 12-month contract from 1 Sept 2025- 28 August 2026. A probationary period of 6 months applies, during which you will be required to complete all essential, mandatory training. |
| Flexibility: | Whilst ensuring the needs of the business and the role are met, the Trust endeavours to meet the flexible working needs of its employees. Depending on the nature of the role, the Trust offers hybrid working (a mix of office and at home). |
| Holidays: | 30 days per annum inclusive of 3 office/site closure days over the Christmas period, in addition to national public holidays, rising to 33 days after 5 years’ service. All leave is pro rata for part time employees. |
| Pensions: | You may be eligible to be auto enrolled into the Trust’s Pension Scheme. Terms of the scheme are available on request from Finance. |
| Employee Assistance Programme: | The Trust provides an Employee Assistance Programme. This is a confidential service which aims to provide staff with support for a range of issues. |
| Health Questionnaire: | You will be asked to complete a health questionnaire in order to identify and support or adjustments you may require. |
| Equal Opportunities: | Yorkshire Wildlife Trust is committed to equal opportunities and appoints on merit. We welcome applicants from all sections of society regardless of gender, sexual orientation, race, disability, marital status, age and religion, perceived community background or political beliefs. |
| Place of Work: | The post will be based at the York head office: 1 St Georges Place, YO24 1GN. |
| Travel: | Public transport is encouraged although pool vehicles are available. In exceptional circumstances the use of the employee’s own vehicle may be necessary for business use, at a mileage rate of 45p per mile. |
| Training & Professional Memberships: | The Trust is fully committed to personal development and training and supports achieving and maintaining professional memberships and accreditations, with any essential-to-role professional memberships paid for by the Trust. |