****

**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 ***drive nature’s recovery in Yorkshire.***In pursuit of ourvision where ***wildlife and people thrive together across Yorkshire’s communities, land, rivers and sea.***

In 2024/25 we refreshed Yorkshire Wildlife Trust’s Strategy, to be bolder in our ambitions for a Wilder Yorkshire, from 2025 to 2030, we will focus on five delivery themes to:

* + Generating hope;
	+ Building power;
	+ Taking action;
	+ Supported by One Trust; and to be
	+ Resourced and resilient.

#

# Job Description

Job Title: Project Officer (Crayfish)

Responsible for: Project Assistant, volunteers and voluntary placements

Responsible to: Projects Manager - North

Location/based at: York, with travel across the region

Date last updated: 12 August 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).

**Task and Responsibilities**

As Project Officer, you will:

* help deliver our landscape and species recovery projects across the 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 Projects Manager and our partners.

Through the Crayfish project you will:

* Organise the co-ordination and administration of Yorkshire Crayfish Forum’s Annual and Steering Group meetings, including production of agenda, minutes and papers.
* Monitor and report on the progress of Yorkshire Crayfish Forum’s 5 Year Delivery Plan.
* Work with Yorkshire Forum members to deliver the Communications and Engagement Strategies.
* In partnership with Yorkshire Crayfish Forum create the foundation for further crayfish projects and action across Yorkshire and actively work to secure additional funding to deliver these actions and interventions.
* Manage delegated projects and project budgets, ensuring effective use of resources.
* Cultivate relationships with project funders and partners ensuring excellent communication is provided via regular updates, in addition to the production and submission of project claims and reports.
* Engage with key stakeholders and attend (or lead, where appropriate) regular meetings.
* Recruit, train, manage and support volunteers and voluntary placements.
* Identify and coordinate crayfish surveys utilising volunteers (including use of equipment, securing permissions, licences etc).
* Organise and deliver biosecurity events and targeted advice in partnership with Yorkshire Invasive Species Forum, Yorkshire Water’s Biosecurity Officer and other key partners/projects.
* Travel to remote sites and engage with landowners, land managers and contractors to deliver practical interventions.
* Undertake record keeping of interventions and surveys, inputting into the projects GIS mapping.

## 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.

## Other

* Manage volunteers and voluntary placements 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 Officer (Crayfish)**

|  |  |
| --- | --- |
| **Experience** | **Essential/Desirable** |
| Significant project management and development experience | Essential  |
| Proven experience of managing and /or working with volunteers | Essential |
| Competent and experienced in engaging local communities | Essential |
| Experience of successfully working with a wide range of partners | Essential |
| Experience of wildlife surveying | Desirable |
| **Knowledge and Skills** |  |
| * Good knowledge and understanding of how to accurately and safely collect, process, and maintain data in line with organisational policy
 | Essential  |
| * Understand and realise funder needs through maintaining regular contact and building effective relationships
 | Essential |
| * Highly competent in use of Microsoft Office / Windows-based computing, including Excel, Word, Outlook etc.
 | * Essential
 |
| * Ability to prioritise and organise work and consistently deliver project activities to time, cost and quality standards
 | Essential |
| * Excellent oral and written communication skills
 | Essential |
| * Able to build and develop relationships and work effectively and mindfully across teams of internal and external stakeholders to deliver shared objectives
 | Essential |
| * A good understanding of health and safety, in particular writing risk assessments, giving tool talks, and safe management of survey tasks
 | Desirable |
| * Good basic grasp of natural history with passion to develop knowledge
 | Desirable |
| * Interested in an area of ecology and survey/monitoring experience
 | Desirable |
| * Good knowledge of invasive species.
 | * Desirable
 |
| * Good knowledge of current biosecurity best practice.
 | * Desirable
 |
| * An ability to interrogate data and extract and make use of relevant information from multiple sources
 | Desirable |
| **Personal Qualities** |  |
| * Natural communicator with a positive and enthusiastic approach
 | Essential  |
| * Self-motivated – able to work with independence, intelligence, drive and initiative
 | Essential |
| * Ability to work as part of a team, and lead a team
 | Essential |
| * Good time management skills and ability to forward plan.
 | Essential  |
| * Flexible enough to take on the ideas of other people and can adapt ideas and way of working to meet the needs of others
 | Essential |
| * Ability to undertake physical tasks for prolonged periods and in challenging environments.
 | Essential |
| * Positive, can-do attitude, willing to tackle difficult problems.
 | Essential |
| * Seek out staff/partner knowledge and be prepared to share own expertise and knowledge
 | Essential |
| * **Qualifications/Other Requirements**
 |  |
| * Full UK driving licence; willing and able to regularly drive to a range of sites across Yorkshire
 | Essential |
| * White-clawed crayfish licence (CL11)
 | Desirable |

## Terms and Conditions

|  |  |
| --- | --- |
| Salary: | Within the range £27,697 - 30,811 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 | Permanent. Current funding for the role runs until 31 March 2030. 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.  |