



Yorkshire
Wildlife Trust

Events & Experiences Assistant Job Description



ywt.org.uk

About us

Yorkshire Wildlife Trust is one of the region's largest environmental charities; our mission is to **drive nature's recovery in Yorkshire** across our land and at sea.

We are one of 46 regional Wildlife Trusts working for nature and collectively forming the Wildlife Trusts, one of the largest collective national movements for wildlife in Europe.

Our vision is for **wildlife and people thrive together across Yorkshire's communities, land, rivers and sea**. We work holistically in nature, thinking globally, planning at regional and landscape scale, while delivering our work in partnership with local communities, caring for local wildlife together. Our dedicated team of staff (c.190) and volunteers (c.1000) work together, on behalf of all our members (c.41,000), in every corner of Yorkshire to make this vision a reality.

Since forming in 1946 with our first reserve at Askham Bog, we now steward 115 nature reserves, which cover more than 3000 hectares of land and include some of our most precious wildlife. We also work extensively with other land managers, communities and businesses, to inspire, advise and deliver restoration work, supporting others too play their part in nature's recovery.

We are passionate advocates for Yorkshire's incredible wildlife and wild places. Join us and help create a diverse and inclusive team, committed to driving change for Yorkshire's wildlife, communities and a positive future.



Events & Experiences Assistant

Job Description

Responsible to: Events & Experiences Officer - Spurn
Location/based at: Spurn Point National Nature Reserve, near Hull
Date last updated: October 2025

Main Purpose of the Role

- To increase support and income for Yorkshire Wildlife Trust by supporting the delivery of an innovative and high-quality, year-round programme of public events and leading regular tours for groups.
- To contribute to the delivery of outstanding visitor experiences and the smooth running of the Nature Discovery Centre, in collaboration with Visitor Services colleagues.

Tasks and responsibilities

To help increase support and income for Yorkshire Wildlife Trust at Spurn Point by:

- Supporting the delivery of a seasonal programme of innovative and financially generative public events, including our large-scale commercial activities.
- Leading regular tours and delivering high-quality experiences for groups of all sizes and abilities, including our popular wildlife, history and heritage and lighthouse tours.
- Meeting and greeting visitors, assisting with car parking operations and facilitating visitor journeys of discovery down to Spurn point.
- Developing and maintaining engagement resources and equipment as necessary.
- Providing general assistance to Visitor Services colleagues within the Nature Discovery Centre as required, including by updating wildlife sightings information for visitors.
- Helping to maintain an extremely high standard of presentation across the site.



To engage with audiences effectively, safely and responsibly by:

- Adhering to robust risk assessments and following all relevant operational procedures and health and safety policies in delivering outdoor engagement activities.
- Co-ordinating bookings and adhering to all relevant financial and data protection policies and regulations.
- Promoting environmental best practice through the delivery of sustainable and responsible engagement activities, e.g. single-use plastic free events and/or sensitive handling of species.
- Securely gathering quantitative attendee data, collecting qualitative audience feedback and regularly reporting on these and other agreed metrics to the Events & Experiences Officer.
- Proactively participating in team meetings and seeking updates from operational colleagues to maintain an up to date knowledge and understanding of local wildlife and site management activities for cascading to our visitors.

To increase our capacity to deliver a cohesive and engaging visitor engagement programme by:

- Helping to co-ordinate our active team of engagement volunteers in keeping with Yorkshire Wildlife Trust's volunteering policies to enhance our offer.
- Working proactively and collaboratively across the Fundraising and Engagement Directorate as required.

Other

- Act as an effective ambassador for Yorkshire Wildlife Trust and its partner organisations at all times, promoting the aims of the Trust and providing accurate information about its work amongst visitors and local communities 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.



- Uphold the Trust's commitment to safeguarding and promoting the welfare of children, young people, and adults at risk.
- Abide by all Trust policies.
- Undertake any other duties as requested by your line manager and in line with the post.

Person Specification

Experience	Essential/Desirable
Experience of delivering innovative and high-quality public events and visitor experiences which deliver a broad array of income and engagement objectives.	Essential
Experience of leading guided tours for groups of all sizes and abilities.	Essential
Practical experience of developing and supporting a team of volunteers.	Desirable
Experience of working within a visitor or heritage centre, or public building.	Desirable
Knowledge and Skills	Essential/Desirable
A good understanding of health and safety around event delivery and an ability to apply this dynamically in day-to-day activities.	Essential
Good understanding of data protection and the secure collection and processing of supporter data, and how data can help deepen support for the Trust.	Essential
Competent in the use of office-based computing software, such as Microsoft Word, Excel and Outlook.	Essential
Able to work with colleagues to extract technical information and present it to an audience in an accessible and meaningful way.	Essential
Can sensitively embed equality, diversity and inclusion into engagement activities, demonstrating a commitment to accessibility.	Essential



Has a good knowledge and understanding of safeguarding legislation and best practice and is able to follow safeguarding procedures.	Essential
Personal Qualities	Essential/Desirable
Highly organised and able to work proactively with independence and initiative.	Essential
Flexible and adaptable to challenges and opportunities, often at short notice.	Essential
A natural and confident communicator who can work enthusiastically and creatively to meet the needs of different audiences.	Essential
A team player who works collaboratively across multiple teams to share skills and knowledge and achieve results.	Essential
An interest in and commitment to UK wildlife and environmental issues.	Essential
Essential Qualifications/Requirements	Essential
A full UK driving licence, access to own vehicle, and a willingness to travel occasionally within Yorkshire.	Essential
Willingness to drive YWT 4x4 vehicles across uneven terrain (all necessary training will be provided).	Essential
Willing to undergo an Enhanced DBS Check.	Essential



Terms and Conditions

Salary:	£23,750 -£24,768 per annum (pro rata).
Hours:	<p>21 hours per week, Monday to Sunday.</p> <p>The nature of the post's duties will require regular evening and/or weekend work.</p> <p>Paid overtime is not available, but time off in lieu will be given for essential additional hours worked.</p>
Contract:	Fixed Term to 15 November 2026. A probationary period of 6 months applies to new staff, during which you must complete all essential, mandatory training.
DBS:	An offer of employment for this role will be subject to a satisfactory disclosure and barring check. DBS checks will be repeated every 3 years unless there is a reason to request one earlier.
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 Spurn Point, near Hull.
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.

