Yorkshire Wildlife Trust

Project Assistant (North)

Job Description

ywt.org.uk

Yorkshire Wildlife Trust

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.

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Project Assistant (North)

Job Description

Responsible to: Project Officer (Crayfish) – North Team

Responsible for: Volunteers

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

Date last updated: Feb 2026

Main Purpose of the Role

The Project Assistant will work with the Project Officers and Project Manager to help deliver our landscape and species recovery projects across the North Yorkshire area safely, on time, within budget and to a high standard. The North team work across a several streams of work covering 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 ark sites for White-Clawed Crayfish
- invasive species control.

As Project Assistant, you will assist with projects at all project stages, from opportunity identification, project design to on the ground delivery. The Project Assistant will work flexibly, assisting on different projects according to where funding has been secured. Practical tasks will involve the implementation of a range of habitat management and monitoring techniques with occasional supervision of volunteers and use of hand and power tools. Engagement with volunteers, stakeholders and contractors and local communities is essential to build and maintain relationships and assist with the future management of projects, whilst also promoting the vision of the Trust.

Tasks and responsibilities

- Assist with and contribute to, regular project development and delivery in the Region.
- Deliver a personal annual work programme that focusses upon successful implementation of projects that will include monitoring, project planning, practical delivery, working with groups and volunteers, supervising contractors and administrative tasks (including reporting).

- Oversee and monitor contractor performance during site works, for example habitat or infrastructure projects
- Assist with 'walkovers' to undertake species surveys and to assess habitat and river conditions to monitor sites and inform future project work.
- 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, with some input into the projects GIS mapping.

Other

- Manage volunteers and trainees in line with Trust policy and best practice.
- Produce and promote materials about the project delivery to showcase the Trust and partner organisations on social media, members magazine, etc.
- 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, particularly with regard to Health & Safety and safe working practices, ensuring that risk assessments, Personal Protective Equipment and relevant working practices are fully utilised at all times.
- Complete all necessary admin as per YWT policy (e.g. submitting volunteer hours, completing maintenance records).
- Undertake any other duties as requested by your line manager and in line with the post.

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Person Specification

Experience	Essential/Desirable
Experience of undertaking physical or practical tasks	Essential
Experience of species and habitat surveying and monitoring	Essential
Experience of practical habitat management (particularly rivers/wetlands)	Desirable
Background and experience working with volunteers	Desirable
Experience of engaging with landowners and contractors	Desirable
Knowledge and Skills	**Essential/Desirable**
IT literate – MS Word, Excel, Outlook, Teams	Essential
Recording/data inputting skills	Essential
Excellent written and verbal communication skills	Essential
Good knowledge of land management principals and practice using hand and mechanical tools	Desirable
Good knowledge of wetland habitats and river restoration and understanding of the Catchment Based Approach (CaBA)	Desirable
Understanding of agriculture and farming links with land management for wildlife	Desirable
Good knowledge of invasive species	Desirable
Good knowledge of current biosecurity best practice	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	Essential
Good time management skills and ability to forward plan	Essential
Qualifications/Other Requirements	**Essential/Desirable**
Full UK Driving Licence	Essential
Willing to travel across North Yorkshire	Essential

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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:	Fixed Term. 12-month contract May 2026 – May 2027, with potential for extension dependant on funding. A probationary period of 6 months applies to new staff, during which you must 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.