



Yorkshire
Wildlife Trust

Peat Project Assistant

Job Description



ywt.org.uk



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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.





Peat Project Assistant

Job Description

Responsible for: Volunteers

Responsible to: Peat Project Officer

Location/based at: YWT regional office in Skipton

Date last updated: 18 March 2026

Main Purpose of the Role

To support the team with surveying damaged peatlands, preparing restoration plans and maps, monitoring restoration work, and supporting communications, teaching and administration tasks.

Tasks and responsibilities

Peatland Restoration Support

- Work with Project Officers to carry out detailed ground-truthing surveys to identify and quantify the restoration required.
- Coordinate and prepare for site work including vehicle checks, risk assessments, equipment checks, and ensuring the team leave on time.
- Support with contract site inspections and meetings with contractors.
- Assist the Research and Development Team with monitoring.
- Assist with the production of Peatland Restoration Plans and contractor specifications.
- Carry out monitoring surveys to evaluate the success of peatland restoration.

GIS Support

- Assist Project Officers with digitisation and GIS map production.





Communications Support

- Assist with communications activities and engagement events.

Teaching Support

- Assist in the preparation of materials and facilitation of our external training programme.

Other

- 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

Experience	Essential/Desirable
Experience of general office administration systems and working in an office environment	Essential
Experience of working outside or prolonged outdoor activity in all weather conditions	Essential
Experience of ecological field surveys	Desirable
Practical experience of using GIS software	Desirable
Experience of using social media to promote wildlife and ecology	Desirable
Knowledge and Skills	Essential/Desirable
A good level of IT proficiency, to include a range of data-management systems and all Microsoft office applications	Essential
Excellent verbal and written communication skills	Essential
Botanical identification skills	Desirable
Personal Qualities	Essential/Desirable
Willingness to spend long periods of time in remote environments including separated working on exposed moorland in all weathers	Essential
Ability to communicate regularly with line manager and wider team, and with enthusiasm, tact and diplomacy to a wide range of different people	Essential
A common-sense approach to solving problems	Essential
An interest in and enthusiasm for the work of Yorkshire Wildlife Trust and the Peat Programme	Essential
Able to work in a busy, evolving environment with a team of colleagues with varying skills and abilities	Essential
Flexible and able to respond to changing circumstances and to assist with tasks at short notice	Essential





Excellent timekeeping and punctuality	Essential
Willingness to follow instructions and guidance when given.	Essential
Essential Qualifications/Requirements	Essential
A full driving licence	Desirable
Qualifications or equivalent experience relating to practical land management, ecology, environmental science or similar.	Desirable





Terms and Conditions

Salary:	£25,353.12 per annum (pro rata if part-time).
Hours:	<p>35 hours per week, Monday to Friday.</p> <p>The nature of the post's duties may occasionally require occasional 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 until April 2027. 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 YWT Regional Office, Skipton
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.

