



**Yorkshire**  
Wildlife Trust

# Project Assistant Hull and East Riding



[ywt.org.uk](http://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.

Yorkshire Wildlife Trust is the catchment host for the Hull & East Riding Catchment Partnership which forms a part of the Catchment Based Approach work in the county.

<https://catchmentbasedapproach.org/get-involved/hull-east-riding/> The focus of much of the work is set in a farming context, with an extensive man-made drainage system linked to a network of flowing watercourses, although there is an element of urban focus within the city of Hull.

More broadly the aim will be to deliver our blueprint for nature's recovery [Driving Nature's Recovery | Yorkshire Wildlife Trust](#) looking at connections between farming and the regions spring fed chalk streams, man-made drainage systems and wildlife recovery, along with links to other initiatives and opportunities such as the Local Nature Recovery Strategy and the city of Hull's Living with Water Programme.





## Project Assistant Hull and East Riding

### Job Description

**Responsible for:** Volunteers

**Responsible to:** Living Landscape Manager

**Location/based at:** YWT Pearson Park Wildlife Gardens Office, Princes Avenue, Hull HU5 2TD

**Date last updated:** 27/04/2026

### Main Purpose of the Role

The main area of work will be to support the work of the Hull & East Riding Catchment Partnership, which also includes the River Hull Chalk Streams Flagship programme, liaising directly with the 2 YWT project officers who oversee these programmes. This will include helping to run the volunteer task workday programme and the citizen science programme, keeping up-to-date records on all workday activities and liaising with the YWT volunteering team to ensure all volunteers are appropriately trained and aware of wider volunteering opportunities and responsibilities.

There will also be an element of practical work helping on direct habitat management works at YWT nature reserves within the Wolds and Holderness region as well as assisting on works being undertaken at non-YWT sites. This may also involve working alongside and directing external contractors, carrying out project delivery at both YWT and non-YWT sites.

Work will also sometimes focus on species and habitat survey, recording and monitoring, along with helping to input data into appropriate software and mapping packages, to help inform future work and assess the effectiveness of work being undertaken.

### Tasks and responsibilities

- Assist with setting up and running of the task day calendar[s] for sites across the region, including keeping of appropriate records.
- Assist with practical management across YWT reserves and ensure appropriate risk assessments and management systems are in place [working with PO and PM]





- Ensure all volunteers working with us have appropriate PPE and training, along with providing information on training and other volunteering opportunities.
- Help to deliver any scheduled events, shows, other activities and training, which raise awareness and understanding of the value of the project work, to relevant stakeholders.
- Help to organise and run the citizen science survey programme, along with collating and keeping all survey records.
- Support land management activities on YWT owned land as required as part of a hybrid approach to the delivery of the Region's Business Plan.

## Other

- Promote the wider work of Yorkshire Wildlife 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

<b>Experience</b>	<b>Essential/Desirable</b>
Experience and capability of undertaking regular manual, practical tasks	Essential
Experience of dealing with datasets or a range of information and its efficient storage and interpretation.	Essential
Experience of working with volunteers or community groups	Essential
Experience of safe and efficient use of hand tools, used in land management	Essential
Experience of communicating with a range of people such as contractors, landowners and external partners	Desirable
Experience of running workdays or organising events or similar	Desirable
Experience of carrying out risk assessments or safe working practice logs on practical based activities	Desirable
<b>Knowledge and Skills</b>	<b>Essential/Desirable</b>
Good organisational skills and ability to collate and record information supplied from a variety of sources	Essential
Good communication and presentation skills	Essential
Good time management skills and ability to forward plan	Essential
Ability to diplomatically interact with people in a positive and proactive manner.	Essential
Good general knowledge of wetland ecology or wetland habitats and species.	Desirable
Good knowledge of safe working practice and/or Risk Assessments	Desirable
Experience of GIS and data entry	Desirable





<b>Personal Qualities</b>	<b>Essential/Desirable</b>
Good communication skills and ability to interact with groups of people in different situations	Essential
Self-motivated, able to manage own time and work as part of a team	Essential
Willing and able to problem solve and address issues as they arise	Essential
<b>Essential Qualifications/Requirements</b>	<b>Essential</b>
Willing and able to drive regularly to sites and reserves	Essential
Full UK compatible driving licence	Essential





## Terms and Conditions

<b>Salary:</b>	£25,353.12 per annum (pro rata if part-time).
<b>Hours:</b>	35 hours per week, Monday to Friday.  Paid overtime is not available, but time off in lieu will be given for essential additional hours worked.
<b>Contract:</b>	Permanent. A probationary period applies to new staff, during which you must complete all essential, mandatory training.
<b>Flexibility:</b>	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).
<b>Holidays:</b>	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.
<b>Pensions:</b>	You may be eligible to be auto enrolled into the Trust's Pension Scheme. Terms of the scheme are available on request from Finance.
<b>Employee Assistance Programme:</b>	The Trust provides an Employee Assistance Programme. This is a confidential service which aims to provide staff with support for a range of issues.
<b>Health Questionnaire:</b>	You will be asked to complete a health questionnaire in order to identify and support or adjustments you may require.





<b>Equal Opportunities:</b>	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.
<b>Place of Work:</b>	The post will be based at YWT Pearson Park Wildlife Gardens Office, Princes Avenue, Hull HU5 2TD
<b>Travel:</b>	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.
<b>Training &amp; Professional Memberships:</b>	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.

