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## JOB DESCRIPTION

**Position:** Project Assistant

**Reporting to:** Project Manager

**Salary:** £24,000 per annum, full time

**Duration:** Fixed term contract, ending 1 December 2025

The Project Assistant will report to the Project Manager and will provide overall support to the project.

### Principle duties:

- Handle all administrative duties related to the project.
- Ordering of equipment and materials on the approval of the Project Manager.
- Arranging travel and transport as required.
- Dealing with day-to-day project enquiries.
- Assisting with preparing for events and assist at events.
- Assisting with preparing for sessions/workshops and assist at these.
- Assisting with Neighbourhood Wildlife Corridors this will include physical habitat works and delivering wildlife gardening workshops.
- Ensure that the events inventory is maintained and always prepared for the next event.
- Ensure project web page is up to date and all events are listed on the events page of website.
- Any other duties in order to support the project.

Froglife, Brightfield Business Hub, Bakewell Road, Peterborough, PE2 6XU

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[www.froglife.org](http://www.froglife.org)

Charity Patron: Mike Dilger



**Other duties:**

- Attend staff meetings.

**Person Specification:**

- At least eighteen months experience of working as a Project Assistant or similar role.
- Desirable to have experience of working at events.
- Must enjoy public engagement activities and be willing to fully participate at events, this includes talking to members of the public and entertaining children and young people.
- Knowledge and interest in wildlife essential. Knowledge and interest in amphibians and reptile desirable.
- Must be able to use own initiative and be able to manage your work priorities.
- Good organisation skills
- Must be able to travel around the West Midlands.
- Be polite and respectable personal presentation at all times.

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