



JOB DESCRIPTION

Position: Project Assistant

Reporting to: Project Manager

Salary: £27,500

Duration: 42 months

Hours: 35 Hours per week. This role involves some evening and weekend work.

Location: Home based in the target areas, with the option of a project office

Coalface to Wildspace Yorkshire operates across North, South and West Yorkshire, and is funded by the National Lottery Heritage Fund. The role involves working with local communities and delivering a range of specific activities that have been planned during the project development phase. The role will support the Project Manager in planning and delivering the project activities. This will include community engagement work, wildlife gardening workshops, small and medium habitat works and other activities that contribute to delivering the project.

Principle duties:

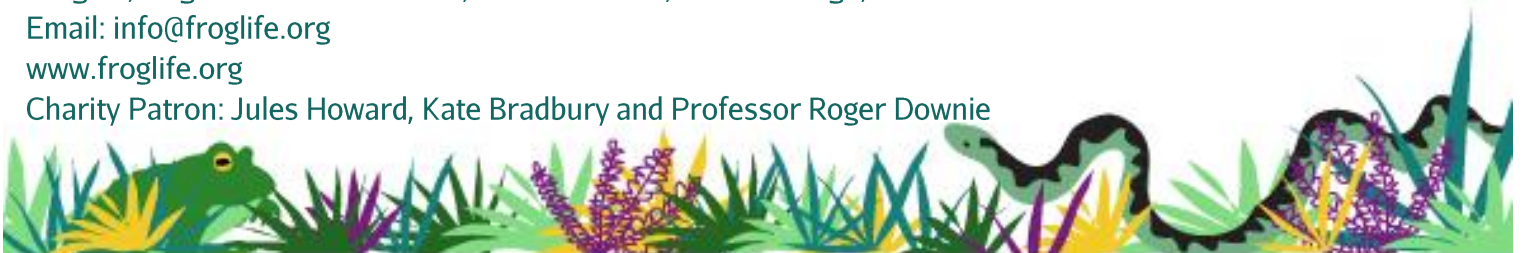
- Plan and lead Wildlife Gardening Workshops, Volunteer Training and Talks.
- Liaise with schools to set up learning and creative activities. Initially support delivery of activities and then lead activities in schools.
- Support habitat creation and restoration activities; lead activities on an occasional basis
- Supervise Volunteers on site ensuring health and safety has been adhered to.
- Maintain equipment ensuring biosecurity standards are met.
- Assist with preparing for events and assist at events. Run events when needed.
- Ensure that the events inventory is maintained and prepared for the next event.
- Promote the project, including social media and ensuring project web page is up to date and all events are listed on the events page of website.
- Deal with day-to-day project enquiries.

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

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- Contribute to monitoring reports and internal record keeping.
- Ensure project is delivered to high environmental standards and develop Froglife's carbon footprint work
- Any other duties in order to support the project.

Other duties:

- Attend staff meetings.
- In the absence of the Project Manager support the Project Trainee.

Person Specification

Essential:

- At least eighteen months experience of working as a Project Assistant or similar role.
- Love of wildlife and outdoor activities
- Experience in arranging and delivering wide ranging community activities/events.
- Experience of working with schools, or a desire to learn
- Excellent written and oral communication skills and ability to communicate with people from all backgrounds
- Use own initiative and be able to manage work priorities.
- Good knowledge of the three regions and demographics particularly in reaching communities that are under-served by the Heritage Sector.
- Must be able to travel around Yorkshire, preferable using green travel and access to vehicle to attend activities where green transport is not feasible.

Desirable:

- Knowledge of amphibian and reptile ecology and conservation
- Experience in practical conservation work, such as digging ponds
- Digital skills, including social media, mapping and video editing
- Language skills, particularly local community languages

We are attaching the project summary for the project.

The role is subject to a Disclosure and Criminal Records check.

We welcome applicants from all backgrounds, including under-represented groups.

We are happy to discuss flexible working options. We particularly welcome applications from individuals who reside in North, West or South Yorkshire.

Funded by: The National Lottery Heritage Fund

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