

<b>Job Title:</b>	Project Assistant
<b>Hours:</b>	24 hours (preferably over three days)
<b>Contract Length</b>	Fixed term until Dec 2018 (possibly longer subject to further funding)
<b>Accountable to:</b>	Project Manager
<b>Salary:</b>	£19,000 (pro-rata) including contributory pension and travel expenses (24 hrs per week equating to £11,400 per year)
<b>Dates:</b>	Deadline for applications: 12 noon on Wednesday 29 <sup>th</sup> March 2017  Interview for shortlisted candidates: Thursday 6 <sup>th</sup> April 2017

### **Job Purpose:**

To support the Project Manager in delivering the 'Living Heritage of the River Don' project. Work with other members of the team to encourage support and participation with the project by engaging with the community and stakeholders. Assist with the delivery of activities within the project.

### **Main Responsibilities:**

- 1.1 Assist with delivering our volunteer programme, including practical workdays
- 1.2 Assist with delivering our community and educational activities, including attending events & shows, helping with community activities and assisting with school visits
- 1.3 Contribute to providing wide promotion and publicity for the Project
- 1.4 Help with maintenance of equipment and resources, including trail waymarkers, interpretation panels and tools

### **Other responsibilities:**

Your main focus will be on the Living Heritage of the River Don Project. In order to help deliver that project you will be required to interact with other staff within the Trust and where appropriate:

- 1.1. Promote the work, mission and vision of the Living Heritage of the River Don Project, recognising and acknowledging the role of the Trust at all appropriate times.

- 1.2. Ensure a high level of customer service in all dealings with the public.
- 1.3. Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Trust.
- 1.4. Work within all the policies and procedures of the Trust, ensuring own compliance with the Trust's health and safety policies and procedures and that of any staff and resources for which you are responsible.
- 1.5. Comply with all legal and contractual obligations concerning the responsibilities of your post.
- 1.6. Supervise and support volunteers as appropriate to your role.
- 1.7. Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the Board of Trustees

**Person Specification:**

- Driving licence (E)
- Practical experience of environmental conservation or enhancement (E)
- Use of hand tools and good practical conservation skills (D)
- Understanding of the principles of community engagement (D)
- Understanding of current cultural heritage and environment issues (D)
- Knowledge of relevant Health and Safety regulations (D)
- Experience of working with volunteers & communities (E)
- Excellent written and verbal communication skills (E)
- A wide range of IT skills including word-processing and spreadsheets (D)
- Using computer database systems and social media (D)