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Project Officer – Wyke Beck Valley

Yorkshire Wildlife Trust is one the region’s largest and oldest charities, starting life by taking on the ownership and management of Askham Bog nature reserve on the edge of York in 1946. It is one of the 47 Wildlife Trusts and the *Royal Society of Wildlife Trusts* that together collectively form *The Wildlife Trusts Partnership*. Together, they are biggest organisation in the UK working solely for nature.

Today, Yorkshire Wildlife Trust employ more than 140 staff, works alongside over 800 volunteers and 50 trainees supported by over 42,500 members. It manages 103 nature reserves covering just over 3,000 ha of land and works with many other land managers assisting them to improve wildlife on their land – over 6,000 ha last year. The Trust involves people in nature conservation through the simple inspiration of visiting a Trust nature reserve, through events, through environmental education and community involvement. The Trust communicates and advocates for nature across all of Yorkshire, not least through commenting on over 800 planning applications each year.

Yorkshire Wildlife Trust works through a 5-year Strategic Framework, which sets out its strategic intent and provides a guide to taking up opportunities for nature conservation in Yorkshire; these are in turn translated into annual business plans. The Strategic Framework (2018-2023) is new and marries into the Partnership Strategic Framework published by the Wildlife Trusts’ Partnership.

Yorkshire Wildlife Trust’s mission is that Yorkshire should be rich in wildlife for the benefit of everyone with more wildlife, more wild places and more people having a strong connection to nature. Yorkshire needs a recovery of wildlife on land and sea. This can be achieved by creating and protecting and where possible connecting, wildlife-rich landscapes and seas (living landscapes and living seas) in a Society where nature matters.

**Living Landscapes** where…

* wildlife is abundant and thriving in our towns and cities, and across our rural landscape – from mountain top to seashore
* whole landscapes and ecosystems have been restored to provide a resilient foundation for the lives of wildlife and people, for generations to come
* wildlife can move freely across the land and along its watercourses, adapting to a changing climate
* natural habitats and soils accumulate and store water and carbon – helping to slow down climate change and to reduce the risk of droughts and floods
* people are inspired by wildlife and value it for the many ways in which it supports our health, wellbeing and quality of life

**Living Seas** where…

* marine wildlife is abundant and thriving, from the depths of the ocean to the coastal shallows
* wildlife and habitats have recovered from past declines as our use of the sea’s resources has come back into balance with their ability to renew themselves year after year become environmentally sustainable
* the natural environment is adapting well to a changing climate
* ocean processes are helping to slow down climate change
* people are inspired by marine wildlife and value the sea for the many ways in which it supports our quality of life

A Society Where **Nature Matters**… in which it is normal for people to:

* have a strong personal connection with wildlife and wild places where they live and work
* benefit from a healthy natural environment and personal engagement with it – including better health, wellbeing and prosperity
* understand and value a healthy, wildlife-rich natural environment, and reflect this in their attitudes and behaviours
* take action for wildlife and wild places, to bring about nature’s recovery on land and at sea – starting close to home

# Job Description

## Outline

Responsible to: Living Landscapes Team Leader – West

Responsible for: Project Assistants, Trainees, Contractors, and Volunteers.

Based at: Time split between YWT Office, Stirley Farm, Huddersfield, HD4 6FA and LCC Office, Farnley Hall, Leeds, LS12 5HA. The Trust is currently offering homeworking in response to the coronavirus pandemic.

## Brief

We are looking for a bright and energetic Project Officer to join our West Yorkshire Team to help develop, manage, and deliver a programme of activity in the Wyke Beck Catchment in east Leeds. This programme is part of our natural environment partnership with Leeds City Council and will deliver improvements across five Local Nature Reserves (LNRs) along the Wyke Beck river corridor and within the wider catchment. You will be responsible for the day-to-day management of soft landscaping works and habitat creation, developing and implementing management plans and work programmes using a network of volunteers, contractors and staff to ensure that these sites are managed to a high standard for wildlife and for people, as well as providing ecological advice to the wider project, and acting as a point of contact for the local community and other stakeholders.

You will be part of a project team with extensive experience delivering projects which are often a mix of habitat restoration or creation, engagement with communities and landowners, feasibility studies and technical field work. You will be working alongside a team from different organisations delivering a wider programme of works in the area. Working closely with colleagues from Leeds City Council, your responsibility will be to help plan, oversee, and deliver natural environment works. Work will help increase Wyke Beck’s resilience to flooding, tackle environmental issues, create habitat along the banks of the river and in the channel itself and position the Wyke Beck LNRs as valued green spaces within their communities.

We’ve got big plans but we’re a small team so you will need to be flexible, ambitious, and keen to make an impact from day one. We are looking for someone with some project management experience and a bit of a flair for developing new project ideas too! If this sounds like you, this role might be right up your street.

## Project Delivery

* Organise and lead on smaller scale site works/habitat management where appropriate
* Carry out consultation and community engagement
* Undertake survey, monitoring, and technical field work
* Promote and raise awareness of our project work

## Project Management

* Ensure the project is managed effectively and work with partners to ensure the wider program is delivered
* Ensure funder administration requirements are met
* Mange the delegated budgets
* Tendering, appointing, managing consultants and contractors (contract management)

## Project Development

* Identify new partnerships and opportunities to expand the project’s current scope
* Prepare funding bids
* Provide support, advice, and work on detailed designs for practical work
* Liaise with stakeholders to secure support and agreements for work, and obtain consents or planning permissions where needed

## 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.
* Abide by all Trust policies.
* Undertake other duties as requested by your line manager and in line with the post.
* Participate in task force team working when required to work outside your usual operational functions
* Attend all necessary external, internal or on-line meetings

# Person Specification

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| **Experience** |  |  |
| **Criteria** | **Essential/Desirable** | **Measured By:****Application/Interview** |
| Experience of managing projects and budgets | Essential | Application and Interview |
| Experience of carrying out public consultation, community engagement and leading volunteer/general public activities | Essential | Application and Interview  |
| Experience of working on landscape scale conservation projects | Desirable  | Application |
| Experience of partnership working with a wide range of stakeholders (e.g., Government agencies, local authorities, contractors, other charitable organisations, schools) | Desirable | Application |
| **Knowledge and Understanding** |  |  |
| **Criteria**  | **Essential/Desirable** | **Measured By:****Application/Interview** |
| Some knowledge of wildlife, ecology and natural history | Essential | Application and Interview |
| An understanding of the issues in managing urban green spaces | Essential | Application and Interview  |
| Knowledge of river catchment ecology (including knowledge of the Water Framework Directive, Catchment Based Approach, Hydromorphology and Geomorphology)  | Desirable  | Application |
| **Skills and Qualifications** |  |  |
| **Criteria**  | **Essential/Desirable** | **Measured By:****Application/Interview** |
| GIS and data savvy | Essential | Application and interview  |
| Full driving licence | Essential | Application  |
| Species and habitat surveying and monitoring | Desirable | Application |
| Educated to degree level, or plenty of previous experience | Desirable | Application |

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| **Personal Qualities** |  |  |
| **Criteria**  | **Essential/Desirable** | **Measured By:****Application/Interview** |
| Strong communication skills and the ability to build great relationships with everyone you work with, internally and externally | Essential | Application and Interview  |
| Super organised and a keen eye for the detail | Essential | Application and Interview |
| Enthusiasm, able to use own initiative and be self-motivated | Essential | Application and Interview |
| Be great at responding flexibly to changing demands and managing your workload | Essential | Application and Interview  |

## Terms and Conditions

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| Salary: | £26,200 p.a. Salaries are paid on the 20th of each month by bank transfer and cover the period of the 1st of the month to the last day of the month. |
| Hours: | 35 working hours per week, Monday to Friday. The nature of the post’s duties may from time-to-time require evening and weekend work. Paid overtime is not available, but time off in lieu will be given. |
| Contract | Permanent (dependent on continuation of funding).  |
| Flexibility: | Subject to ensuring that the needs of the business and the role are met, the Trust, where possible, endeavours to meet the flexible working needs of its employees. |
| Holidays: | 25 working days per annum in addition to normal public holidays plus 3 additional office closure days between Christmas and New Year (pro rata for part time employees). |
| Pensions: | You may be eligible to be auto enrolled into the Trust’s Group Flexible Retirement plan. Written terms of the scheme are available on request from finance. |
| Cycle to work scheme: | The Trust runs a Cycle to Work Scheme. Details of which are available on request. |
| Employee Assistance Programme: | The Trust provides paid staff with access to an Employee Assistance Programme. This is a confidential service which aims to provide staff with support for a range of issues. Further details are available from the HR and Training Manager. |
| 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.  |
| Notice Period: | Generally 4 weeks. One of the conditions of passing the probationary period is that all appropriate online Healthy and Safety training modules are passed. |
| Place of Work: | The Trust is currently offering homeworking in response to the coronavirus pandemic. The role will be based between Stirley Community Farm, Huddersfield, HD4 6FA and Farnley Hall, Leeds, LS12 5HA post pandemic though the Trust is open to discussing the suitability of flexible arrangements for the role to meet the needs of the organisation and the post holder. Practical task days will take place along the Wyke Beck Valley and its 5 LNRs. There will also be occasional opportunities to work with other YWT colleagues throughout the region.  |
| Travel: | Public transport is encouraged although pool vehicles are available. In exceptional circumstances the use of the officer’s own vehicle may be necessary for business use for which a mileage rate of 40p per mile will be paid. |
| Training: | The Trust is fully committed to personal development and training and offers each employee an individual training budget which can be spent on a variety of both internal and external training. |
| Closing deadline: | **9am Friday 30th April 2021** |
| Interview date: | **Friday 14th May** (on-line), with second interviews taking place the following **Wednesday, 19th May**, at Farnley Hall, LS12 5HA. Second interviews at Farnley Hall will be held indoors in a socially distanced environment.  |
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