

Job Description: Long Preston Floodplain Trainee

Dec 2025

Position: Long Preston Floodplain Trainee – 12 months fixed term contract with the possibility of being extended.

Responsible to: Long Preston Floodplain Project Officer

Location: YDMT offices, Clapham, North Yorkshire / Hybrid working

Hours: 35 hours per week

Job Purpose: We are seeking a candidate who is currently unemployed or looking for their first career step. The trainee will work closely with our Officer to provide support with the following:

- Providing advice to landowners by supporting with organising training events, demonstration days and through participation in and attendance at relevant farming events.
- Support with Data management. Developing effective data filing systems that help to capture project information and collate data to ensure an accurate record of this project's achievements.
- Communication. Lead on developing an effective communications plan that considers a range of ways of showcasing this project.
- Evaluation and monitoring. Support with the evaluation and monitoring across this project, working with key staff to ensure effective monitoring and communication of our charitable impact.
- To support, where appropriate, work with other organisations, project partners and stakeholders.
- Support and assist with any fundraising opportunities.
- To shadow and support the Officer with other relevant duties as required.

We are a small charity doing big things to help to protect and enhance the People, Landscape and Wildlife of the Dales.

Over the last 23 years we have delivered diverse and inspirational projects worth over £30 million to the region. Our vital work has helped to plant 1.5 million trees and secure the future of more than 700 hectares of wildflower hay meadows, creating fantastic habitats for our wildlife. We're passionate about inspiring disadvantaged groups and future generations to care for this special part of the world.

OUR VALUES GUIDE EVERYTHING WE DO

- **Enabling** – We make real practical things happen and are approachable, collaborative and inclusive, valuing people's opinions in everything we do.
- **Caring** – We are passionate about supporting the people, landscape and wildlife of the Yorkshire Dales and are committed to being sustainable
- **Creative**: We thrive on new challenges and act with entrepreneurial spirit in order to make a positive difference to this special area
- **Honest** – We always act with integrity and are open, clear and fair.

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HOW WE WORK

- We deliver projects
- We raise and distribute funds to enable our partners and individuals to deliver projects
- We work in partnership to deliver the maximum charitable benefits to the area

What will you be doing?

You will use your existing skills and learn, with support from the Project Officer, to:

- Provide advice to landowners by supporting with organising training events, demonstration days and through participation in and attendance at relevant farming events.
- Develop close working relationships with partners in the Long Preston area, especially Natural England, Environmental Agency, Ribble Rivers Trust and NYCC, managing the admin function of the partnership steering group and arrange meetings as required.
- Work with colleagues to run appropriate events ensuring these are integrated with similar events being run by other advice providers. To include demonstration- based activities, farmer support workshops, partner organisation events, local festival events and events for the general public as appropriate.
- Undertake periodic project reviews, report writing and feedback to YDMT colleagues and supply information for other project communication as required.
- When appropriate, to join other YDMT activities and events.
- Help to publicise our work by gathering case studies and working alongside Communications colleagues to promote this project.
- Assist with collecting and collating evaluation material, comments, observations, monitoring information etc, and to help disseminate learning through reports, articles, workshops, and at partner events and conferences.
- Assist in identifying potential funding sources and writing funding applications.
- Have opportunities to explore other aspects of working in a small charity in fundraising, communications and administration.

This is not intended to be a full description of duties and the post holder may be required to perform any other duties commensurate with the nature of the post as deemed appropriate and by agreement with your line manager.