

# Yorkshire Dales Millennium Trust

## Job Description: Outreach Project Assistant

January 2025



Position:	<b>Outreach Project Assistant</b>
Responsible to:	Green Futures Outreach Programme Manager
Location:	YDMT Offices, Clapham, North Yorkshire
Hours:	35 hours per week, full time permanent role (mix of office and home working)
Salary:	Band: Assistant Officer Scale £25,131- £27,903
Job Purpose:	To assist in the delivery of the Green Futures outreach programme. Helping to foster opportunities for people from targeted disadvantaged communities in areas surrounding the Yorkshire Dales to enjoy, learn about and help conserve the historical and natural environment of this special landscape.

### Our Organisation:

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 25 years we have delivered diverse and inspirational projects. Our vital work has helped to plant 1.6 million trees and secure the future of over 850 hectares of wildflower hay meadows, creating habitats for our wildlife and combatting climate change.

We aim to equip people with the knowledge, skills and passion to create deep, long-lasting connections between each other and the natural world. We work in the values we want to see reflected in the world around us and we envisage a more diverse, inclusive and greener 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

### HOW WE WORK

Inspired by nature, we work to create a welcoming, safe space in the Dales rich in diversity, connection and belonging. Together with our partners we support organisations and individuals from our most under represented communities to independently access nature, with authenticity, integrity and compassion.

# Yorkshire Dales Millennium Trust

## Job Description: Outreach Project Assistant

January 2025



### Main responsibilities:

- a) To assist the Green Futures team in developing and delivering a range of outdoor activities, interpreted site visits and initiatives that provide health, well-being and environmental benefits and that are suitable for all age groups and abilities. These events will enable people to develop their confidence in accessing the countryside and learning new skills and will encourage a sense of nature connection, environmental action and proactive behaviour.
- b) To help project staff to maintain and develop links with the communities of the Dales and surrounding areas to ensure our delivery is relevant and always working to meet people's needs.
- c) To assist the Green Futures team in making sure all necessary risk assessments, permissions and other relevant information are in place.
- d) To assist with the logistics and administration of delivery, including resourcing, group bookings and project finances.
- e) To help ensure the care and maintenance of project equipment, outdoor clothing and resources.
- f) To publicise the work through social media, writing a regular blog, taking photos, presentations, attendance at community events, assisting with press releases etc.
- g) To assist with the collecting and collating of evaluation material, comments, observations, monitoring information etc. and to disseminate learning through reports, articles, workshops and at partner events and conferences.
- h) Where appropriate, work with other organisations, project partners and stakeholders.

### General:

- a) Carry out duties with due regard to the well-being and safety of others at all times.
- b) This post will include some weekend working as well as occasional evening and residential events.
- c) Adhere to the Trust's policies and procedures with particular reference to Health & Safety and Safeguarding and data protection (GDPR).
- d) Contribute to the development of the organisation as a whole working alongside colleagues.
- e) Actively participate in 1:1 s with line manager, team meetings and other Trust meetings/events as required.

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.

This post is subject to an enhanced DBS check.