

Job Description: Outreach Project Assistant July 2026

Position:	Outreach Project Assistant
Responsible to:	Green Futures Outreach Programme Manager
Location:	YDMT Offices, Clapham, North Yorkshire
Hours:	35 hours per week (1FTE)
Salary:	£26,073 - £28,425
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 in and around the Yorkshire Dales to enjoy, learn about and help conserve the historical and natural environment of this special landscape.

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

For 29 years we have delivered diverse and inspirational projects, helping to plant 1.6 million trees and securing the future of more than 850 hectares of wildflower hay meadows, creating habitats for our wildlife and combatting climate change. We are passionate about inspiring disadvantaged groups and future generations to care for this special area. Our three-year strategy is centred around building partnerships that increase the scale and pace of nature recovery.

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.

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
- **Creativity** – 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

- We deliver transformative projects for people and nature, and use our skills to enable other organisations to increase their impact.
- We raise and distribute funds, providing flexible grants and guidance supporting innovative community-led action where it is needed most.
- We are firmly rooted in our communities and have a greater impact by joining forces with our partners.

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Main responsibilities:

- a) To assist the Green Futures team in developing and delivering a range of outdoor activities and initiatives that provide health, well-being and environmental benefits to diverse groups and young people. Our work aims to support people to develop the confidence to access the countryside, take positive environmental action and encourage a sense of nature connection.
- b) To help project staff to maintain and develop links with the community and youth groups in 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 working procedures are in place for events and activities undertaken.
- d) To assist with the logistics and administration of delivery, including resourcing, group bookings, admin and project finances.
- e) To help ensure the care and maintenance of project equipment, outdoor clothing and resources.
- f) To assist in capturing activities on our monitoring, evaluation and learning system Upshot, including case studies, surveys and participant data and supporting creative ways to capture our impact.
- g) Support the creation of written reports, articles and updates on projects where required for management, partners and funders and help to actively promote our work.
- h) Where appropriate collaborate and support the delivery of other YDMT projects, particularly those that link to YDMT's Green Futures strategy, including working 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
- d) and Safeguarding and data protection (GDPR).
- e) To support the delivery of the YDMT's wider strategy working with colleagues across all teams and in partnership.

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 a DBS check.