

# Yorkshire Dales Millennium Trust

## Person Specification: Outreach Project Assistant

January 2025



	Essential	Desirable
<b>Qualifications</b>		
Experience of working in outreach, community development, countryside management, environmental education or a similar role	✓	
English and Maths GCSE or equivalent (min Grade C)		✓
Qualification in a relevant discipline, e.g., community development, teaching, youth work, wellbeing, forest school or equivalent		✓
Mountain Leader (Summer) Award or Hill and Moorland Group Leader Award (or Walk Guide Leader equivalent) or willingness to undertake training		✓
Evidence of continuing professional development		✓
Outdoor First Aid		✓
<b>Experience and Knowledge</b>		
Experience of supporting the delivery of engagement activities in the natural environment for a diverse range of groups including young people, underrepresented communities and people with disabilities	✓	
Knowledgeable in a range of natural environment areas (landscape interpretation, geology, land management, outreach and interpretation)		✓
Knowledge of current environmental issues and inequalities and how they impact on underrepresented groups and communities	✓	
Knowledge and understanding of the issues relevant to and effecting young people and their participation in the programme including equality and diversity	✓	
Experience of collecting, collating and disseminating monitoring and evaluation material		✓
Experience of the logistics and administration of delivery, including resourcing, group bookings and project finances such as processing invoices and producing purchase orders		✓
Knowledge and understanding of health and safety, safeguarding and data handling practices	✓	

# Yorkshire Dales Millennium Trust

## Person Specification: Outreach Project Assistant

January 2025



Skills		
Good interpersonal skills with a wide range of people, including young people and those who may have differing views	✓	
Ability to build strong working relationships, both within YDMT and external partners/organisations	✓	
Excellent organisational and team-working skills, self-motivation and ability to progress work with limited supervision	✓	
Proficient in the use of IT software such as MS365, Teams, Word, Excel and PowerPoint	✓	
Good written, verbal and presentational skills	✓	
Personal Attributes		
Ability to inspire and enthuse others whilst working with compassion and empathy	✓	
Able to stay positive and enthusiastic in the face of demanding , diverse workloads whilst working to tight deadlines	✓	
Able to work flexibly including weekends, evenings, school holidays and working away from the office base for significant periods of time	✓	
A strong commitment to supporting our groups and the principles of equality and diversity, equal opportunity and inclusion	✓	
Lives our values of Creative, Caring, Honest and Enabling	✓	
Full, clean driving licence	✓	
Access to own vehicle and willing to use this for work purposes		✓
Familiar with the Yorkshire Dales National Park		✓