

Application Pack



Project Assistant

(All Hands on the Don)

## Project Assistant

Don Catchment Rivers Trust (DCRT) has received a grant from the National Lottery Heritage Fund to deliver our *All Hands on the Don: Transforming our River Together* project.

Our project will make connections between the Lower River Don, its historic and natural heritage, and people, to help realise the enormous potential of the river corridor as green-blue infrastructure and as a source of accessible nature for the many communities that line its banks. To do this we will deliver an ecological restoration scheme involving the creating of floodplain habitats at sites in Doncaster. We will also run an imaginative programme of volunteering, community engagement, work experience and training opportunities which will:

1. Increase health and wellbeing.
2. Foster community action, inclusion and community cohesion.
3. Increase skills and employability
4. Promote river access, celebrate river heritage and fostering understanding of the river and river issues

DCRT are now looking for a suitable candidate to fill the post of Project Assistant for 3 years. Our main office is in Doncaster. Occasional weekend and evening working outside of agreed office hours will be required.

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<b>Job Title:</b>	Project Assistant
<b>Accountable to:</b>	Project officers
<b>Hours:</b>	32 hours per week
<b>Salary:</b>	£18,304 (£22,880 pro-rata) with 3% calendar yearly increase
<b>Pension:</b>	Rivers Trust pension scheme employer contribution 9% (with 6% employee contribution required). Existing pensions paid at same rates (if eligible scheme).
<b>Contract:</b>	Fixed term, 3 years
<b>Location:</b>	Offices based at Churchill Business Centre, Doncaster, with work primarily being undertaken within the Doncaster area. Occasional work within the wider Don Catchment.

### **Job Purpose:**

To support the project team in the successful delivery of the *All Hands on the Don* project.

### **Main Responsibilities:**

- Work with Project Officers to deliver the project.
- Assist with the recruitment and management of volunteers.
- To assist with volunteering activities.
- Help establish links with local residents, “friends of” groups, community groups, the local authority and other relevant organisations.
- Assist in the coordination and delivery of education and participation activities.
- Represent the Don Catchment Rivers Trust at meetings and events as required, and contribute to providing wide promotion and publicity for the Project through events, press releases, interpretation projects, promotional materials, reports and all forms of media.

### **Other Responsibilities:**

- In order to help deliver the community engagement programme you will be required to interact with other staff within the Trust and where appropriate:
- Promote the work, mission and vision of the *All Hands on the Don* project, recognising and acknowledging the role of Don Catchment Rivers Trust and funders at all appropriate times.
- Ensure a high level of customer service in all dealings with the public.
- Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Trust.
- Work within all the policies and procedures of the Trust, ensuring own compliance with the Trust’s health and safety policies and procedures and that of any staff and resources for which you are responsible.
- Comply with all legal and contractual obligations concerning the responsibilities of your post.
- Supervise and support volunteers as appropriate to your role.
- Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the Directors and Board of Trustees.

### **Person Specification:**

#### **Essential:**

- Full driving licence, preferably clean, with access to a vehicle
- Understanding of the principles of project management
- Understanding of current cultural heritage and environment issues
- Working with communities and volunteers
- Delivering projects on budget and deadline

- Monitoring and evaluation of diverse projects
  - Working with / co-ordinating a range of organisations
  - Commitment for and practical experience of environmental conservation or enhancement
  - Excellent written and verbal communication skills
  - A wide range of IT skills including word-processing and spreadsheets
  - The ability to work effectively with people from a wide range of disciplines
  - Able to work co-operatively as part of a team
  - Self-motivation
  - Able to motivate others
  - Knowledge of relevant Health and Safety regulations
  - Physically able to get to sites not accessible by vehicle
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- **Desirable:**
  - Knowledge of the organisations involved in the Don Catchment and their roles
  - Relevant degree or higher education qualification
  - Giving presentations to a variety of audiences
  - Experience and success in obtaining funding
  - Understanding of training and education issues
  - Preparing and managing budgets
  - Negotiating and managing contracts
  - Using computer database systems and social media

### **Terms and Conditions**

- *The starting salary for this post is £18,304 with 3% yearly increase.*
- *DCRT will make an employer's contribution to your pension scheme of choice in line with the Rivers Trust pension scheme. New schemes can be set up through the Rivers Trust if desired.*
- *The post receives an annual holiday entitlement of 25 days plus statutory bank holidays for a FTE post, calculated on a pro rata basis for part time hours.*
- *Formal appointment to the role is subject to a three-month probationary period.*

### **Key Dates and information:**

Please return your application form to [jobs@dcr.org.uk](mailto:jobs@dcr.org.uk) - CVs and covering letters are not accepted. For more information or an informal chat about the role, please call Alex Liversidge on 01302 439081 or send an email to [jobs@dcr.org.uk](mailto:jobs@dcr.org.uk) to request a call back during officer hours.

Applications to be received by: Noon on Wednesday 13<sup>th</sup> September 2023

Interviews will be held on: Wednesday 20<sup>th</sup> September 2023