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| Text  Description automatically generated with low confidence | **Vacancy for an**  **Activity Assistant** | Diagram  Description automatically generated with low confidence |

Are you creative, enthusiastic and like talking to people?

Are you looking to gain some valuable paid experience?

Do you like planning and running nature activities?

Do you have lived experience of barriers to enjoying the outdoors and wildlife?

**If so, I would love to hear from you!**

You could gain valuable experience inspiring local communities to enjoy and notice nature. Read more about this exciting opportunity in the next few pages.

Find out more about the project [Gosforth's Wild Web!](https://www.nhsn.org.uk/gosforths_wild_web_1/)

Please do read all information before you fill in an application form.

If you would like to know more about the role and project, come along to our drop-in session on Wednesday **15 May between 2 and 5pm** at The Great North Museum: Hancock, Barras Bridge, Newcastle Upon Tyne.

If you would like an informal chat before applying for this job, you can call me on 07557670462 on Friday 17 May between 10am and 4pm.

Please email me your completed application at [NHSN.NatureRangers1@newcastle.ac.uk](mailto:NHSN.NatureRangers1@newcastle.ac.uk)

by **Monday 27 May 5pm.**

Interviews will be held **Monday 3 June 2024.**

I look forward to hearing from you and good luck with your application!

Best wishes,

|  |  |
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| Julie Ross,  Senior Nature Ranger |  |

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| Text  Description automatically generated with low confidence | | **About the Job**  **Activity Assistant** | Diagram  Description automatically generated with low confidence |
| **Based at** | Flexible working between Gosforth Nature Reserve and NHSN Office at Great North Museum: Hancock, Newcastle. | | |
| **Contract type** | Fixed term, 10 months, September 2024 to June 2025, full-time. | | |
| **Salary** | £23,000 to 24,500 per annum (NHSN is a Living Wage Employer) | | |
| **Reporting to** | Senior Nature Ranger, Julie Ross | | |

**Job purpose**

**To support the second year of *Gosforth’s Wild Web,* a two-year project encouraging local people to enjoy and notice nature, funded by the National Lottery Heritage Fund. The Activity Assistant will assist with the delivery of project activities.**

**Main duties and responsibilities**

1. To plan and deliver nature-based activities, outdoors and indoors, across Newcastle, with community groups and schools, working with local residents, teachers, school children, and being an active member of the Project Delivery Group.
2. To assist with the planning, delivery and promotion of family friendly Gosforth Nature Reserve (GNR) events promoted to local community, working with the NHSN staff team, including making & / or appearing in short videos and photos.
3. To promote activities on social media, encouraging engagement and thanking volunteers.
4. To work as a team to evaluate activities and implement ideas.
5. To proactively work with and support volunteers to deliver activities, welcoming individuals and groups to GNR.
6. To assist with procuring materials needed for programme of activities and ensure safe, secure storage at GNR or GNM: Hancock.
7. Ensure that all activities are delivered in line with the NHSN Safeguarding Policy and that permissions for photography etc are sought, promoting the project appropriately on social media.
8. To assist the Senior Nature Ranger to ensure the health and safety of all activity attendees. This will include following NHSN’s health and safety policies and producing risk assessments.
9. Ensure that all work is carried out in accordance with NHSN Values, Equity Policy and Environmental Policy.
10. Undertaking any other duties which the Senior Nature Ranger may reasonably request.

**NHSN recognises the positive value of diversity, promoting equality and challenging discrimination.**

**We welcome and encourage applications from people of all backgrounds and aim to be an organisation that reflects our supporters and communities.**

**What skills are we looking for?**

|  | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications**   1. GCSE (or equivalent) Maths and English at a minimum of grade C. |  | √ |
| **Experience and Knowledge**  2. Previous experience of creating, organising and delivering activities (could be as a volunteer)  3. Lived experience of barriers to enjoying the outdoors and wildlife  4. Strong digital skills, including a working knowledge of using e-mail, word processing and presentation packages | √ | √  √ |
| **Communication Skills**  5. Active user of social media, for example appearing in short videos  6. Enjoys talking to people, and able to communicate with people of all ages  7. Ability to build strong working relationships with a range of individuals and community groups | √ | √  √ |
| **Motivation**  8. Commitment to working with people in a way that is empowering and positive  9. Wanting to learn about nature and the local environment | √ | √ |
| **Personal Attributes**   1. A real empathy and ‘feel’ for what inspires young people, and adapting approach to different individuals 2. Flexible attitude to working weekends and school holidays 3. Ability to travel to places in and around Newcastle | √ | √  √ |

This role needs the person to satisfactorily complete an enhanced DBS disclosure.

This would be paid by NHSN when the vacancy was offered after interview.