

# Job Description

**Job Title:** RSRN Project Assistant (early career role)

**Weekly Hours:** 21 – 28 (worked over 3 – 4 days)

**Based At:** Gosling Sike

**Reports To:** RSRN Project Officer

## Job Purpose:

The Red Squirrel Recovery Network (RSRN) is a partnership of organisations working across northern England and southern Scotland to conserve, protect, and celebrate red squirrels. Together, we aim to safeguard the species, raise awareness, and inspire more people to take action to help red squirrels.

The RSRN Project Assistant is an early-career role designed to give more people the opportunity to build a career in the conservation sector. This position includes a generous training budget and offers opportunities to develop skills and experience as part of a collaborative conservation project.

The postholder will support a wide range of activities, working alongside and under the guidance of Project Officers and Community Engagement Officers. These activities will include assisting with volunteer initiatives, ecological surveys and fieldwork, community events and education workshops, digital engagement, social media, and data analysis.

This early-career role will primarily be based in the Workington, Whitehaven, and Cockermouth areas on the west coast of Cumbria, which has been identified as a priority area for recovery. The role will focus on supporting key engagement within this region.

In line with the requirements of the role, frequent travel will be necessary across Cumbria's west coast. Therefore, access to a vehicle or reliable means of travel to these key areas is an essential requirement.

## Special Features of the Role:

It is expected that by the end of the 10 month contract, the RSRN Project Assistant will have:

- Completed their Personal Development Plan, including undertaking training and broadening their work experience
- Participated in a variety of project activities
- Demonstrated skill acquisition in different areas
- Increased independence within their role
- Produced a personal portfolio

- Have a clear idea of their next steps (beyond RSRN)

### **Main Responsibilities and Accountabilities:**

The RSRN Project Assistant will:

- Assist with community events and other education/engagement activities.
- Work with the RSRN Project Officer to support local volunteers by providing information, organising training, and facilitating meetings.
- Support local volunteers to complete and submit their monitoring results from the annual spring survey.
- Assist with project communications and digital awareness, including social media.
- Develop skills in all aspects of the project, with additional opportunities to work within other areas of the host organisation to gain a wider breadth of skills and experiences.
- Represent RSRN, red squirrel conservation and the host organisation at meetings, events, conferences/seminars, networking events and other activities (both face to face and virtual).
- Participate fully in all aspects of the RSRN training programme.
- Contribute to project monitoring and evaluation, including developing a personal portfolio, providing feedback to the project evaluation and producing reports to fulfil funder/partner requirements.
- Observe the host organisation's working policies at all times, including those on Health & Safety, Safeguarding, and Equality, Diversity & Inclusion.
- Assist with any other additional duties that may reasonably arise from time to time.

### **Supporting the Trust**

Be proactive in increasing the Trust's membership.

Raise the profile of Cumbria Wildlife Trust.

Seek to raise increased funds for the Trust.

Develop and participate in educational aspects of the Trust's work including events, guided walks and illustrated talks.

Any additional duties as outlined in the Annual Work Plan.

Any other duties that may reasonably arise from time to time.

All tasks and responsibilities to be carried out in accordance with the Trust's policies and procedures.

**Date: January 2026**

## Person Specification

### Role: Red Squirrel Recovery Network Project Assistant

#### 1. Qualifications & Experience

The post holder will be expected to have recent and relevant experience in the following areas:

		Essential	Desirable
1.	A genuine interest in the role and the work of the Red Squirrel Recovery Network.	•	
2.	Good communication skills (written and verbal)	•	
3.	Have a professional approach and be able to act as an ambassador for the host organisation and the RSRN.	•	
4.	Able to contribute to and work well as part of a team.	•	
5.	A desire and commitment to gain practical, 'on the job', skills and experience.	•	
6.	A willingness to take part in activities outdoors and in all weathers.	•	
7.	Commitment to timekeeping and self-discipline (including the ability to work independently on a set task and meet deadlines).	•	
8.	Confident using IT, including email and word processing.	•	

#### 2. Knowledge & Skills

The post holder will have the following knowledge and skills:

		Essential	Desirable
1.	Experience of working or volunteering in the environment sector.		•
2.	Experience or organising and delivering events.		•
3.	Experience of using social media in a professional or volunteering capacity.		•
4.	Knowledge of the red squirrel or other UK species and habitats.		•

#### 3. Personal Qualities

The post holder should possess the following:

		Essential	Desirable
1.	<b>Organizational and Time Management Skills</b> - Efficient in handling multiple projects simultaneously, detail-oriented while maintaining a big-picture view.	•	
2.	<b>Adaptability and Flexibility</b> - Comfortable working in dynamic environments, quick to adjust strategies based on feedback or changing priorities.	•	
3.	<b>Cultural Awareness and Inclusivity</b> - Respect for diversity and inclusion principles. Ability to engage with varied communities or stakeholders.	•	
4.	<b>Proactive and Self-Motivated</b> , Takes initiative to drive engagement activities, demonstrates ownership and accountability.	•	