



Candidate Pack

Wild Oyster Project Assistant

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www.groundwork.org.uk



[@GWKNE](https://www.facebook.com/GWKNE)

Who are we?

Our vision at Groundwork is of a society of sustainable communities which are vibrant, healthy and safe, which respect the local and global environment, and where individuals and enterprise prosper.

Our mission is to inspire people and deliver positive sustainable change in places of need across the North East and Cumbria. We're passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances.

We work across the North East and Cumbria helping communities find practical sustainable solutions to the challenges they face. We provide training and create jobs, reduce energy and waste, reconnect people with nature and transform whole neighbourhoods. We are passionate about changing places and lives for the better. With over 200 staff across the region, and over 30 years' experience, we are always keen to hear from people with the drive and determination to make a difference and have lots of ways you can get involved. Many of our senior managers and executive team began their careers as volunteers or entry level project staff. By providing a range of training and continuous professional development opportunities at the local, regional and national level we are able to recruit and retain the very best.

Each year Groundwork makes an incredible difference to communities across the North East and Cumbria. We work on hundreds of individual projects each year, supporting disadvantaged communities but what's most important is how we change people's lives. Our local programmes and services are tailored to the needs of partners and communities in each locality. When all that local activity is added together, it becomes a major force for regional change.

We want you to be yourself at Groundwork and value everything that makes you unique. We recognise and celebrate people's differences and together we make Groundwork a great place to work. Groundwork are committed to safeguarding and protecting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment.



What are we looking for?



Wild Oysters is an exciting new project, developed by the Zoological Society of London (ZSL), Blue Marine Foundation (BLUE) and British Marine. The project will take place over three years, having started in June 2020 the project will create Oyster Rehabilitation Hubs in three locations across the UK- Tyne & Wear in England, North Wales and West Coast of Scotland. At each hub Oyster Nurseries will be installed across two Marinas, and we will restore the seabed by creating Oyster Reefs. The Oyster Nurseries form an important tool in our education and engagement programme, using the Oyster Nurseries we will engage local communities and schools with native oyster biology and culture, and with wider marine conservation issues.

The Tyne & Wear Wild Oysters Local Project Officer will be employed by Groundwork NE & Cumbria and work closely with the Wild Oysters Project Manager based at ZSL and Technical Lead based at BLUE, to deliver the Wild Oysters at two marina sites and the near offshore environment, that collectively form the England Rehabilitation Hub.



Like us, you will love North East England and want it to thrive. You will be keen to learn and work as part of a team, and be enthusiastic for marine conservation charity initiatives and engagement of local communities in their environment.

What difference will you make in the role?

- » Assist with the delivery of regular public outreach and education sessions to engage the local community with the Wild Oysters Tyne & Wear project.
- » Support with restoration fieldwork, such as the monitoring and maintenance of the oyster nurseries installed in marinas and surveying of the oyster reef sites.
- » Complete additional administration tasks will be required, such as supporting the Project Officer with recording ecological data, tracking and evaluation of project targets, and data visualisation and analysis.



Who you will be working for and with?



BLUE MARINE FOUNDATION



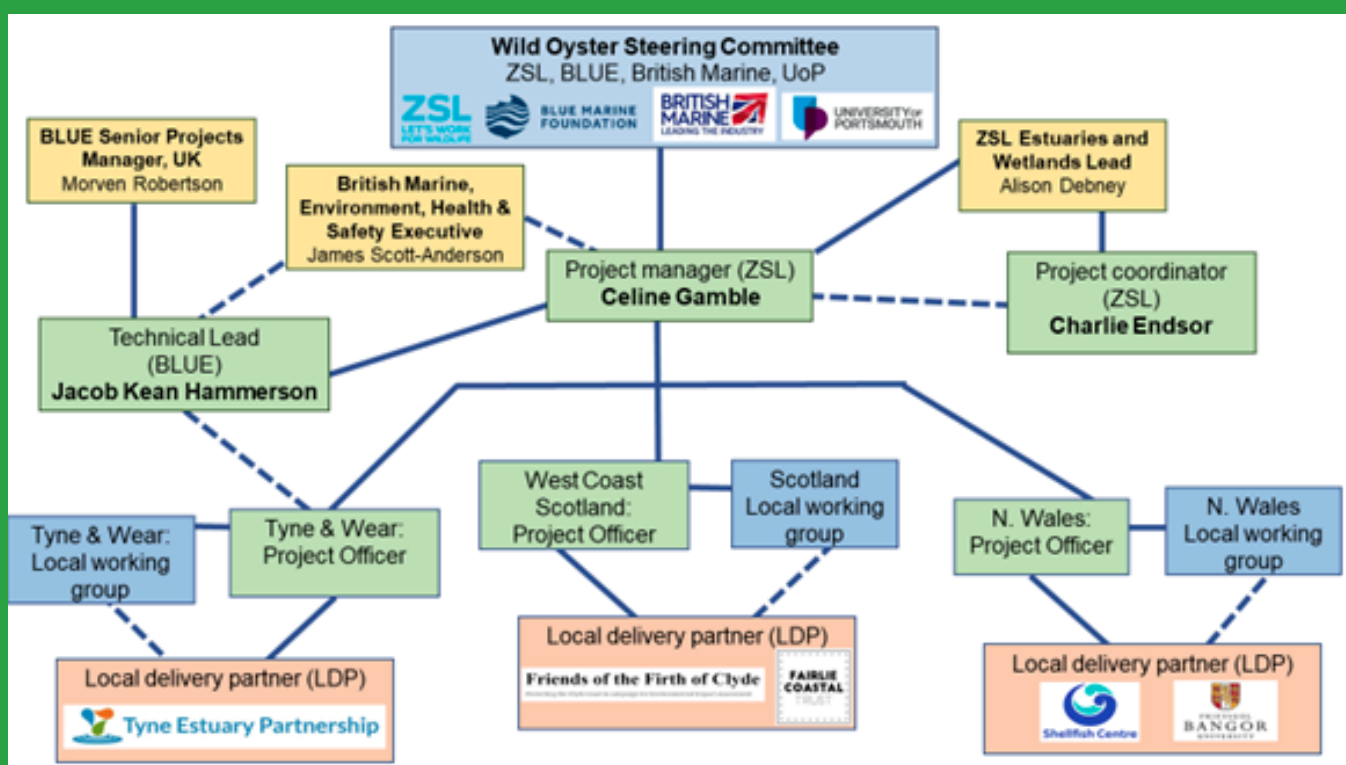
**CHANGING PLACES
CHANGING LIVES**

Groundwork is an organisation where everyone works together, works hard and takes collective responsibility and strives to make a difference to our local communities.

As a member of a dedicated Land and Communities team, you will be part of an enthusiastic and friendly project team supported by our Project Officer and Programme Manager. You will work together with the Wild Oysters Project Manager, Project Officer and Local Delivery Partner, The Tyne Estuary Partnership, to establish a local working group to provide local advice to the project for its successful delivery and long-term sustainability of the habitat restoration.

You'll be looked after by our Groundwork Programme Manager and Project Officer but will report on a day to day basis to the the Local Project Officer will report to the ZSL Project Manager with respect to the Wild Oyster delivery.

This is an exciting new project engaging a range of experienced partners working together. The Diagram below illustrates the Wild Oyster delivery mechanism flowchart and the full structure below



What will your duties and responsibilities be?



- Support the Project Officer with restoration activities, such as checking, cleaning, maintaining, and scientific monitoring of the oyster nurseries. Involves physically demanding work outdoors.
- Support the Project Officer to deliver educational sessions with local schools.
- Support the Project Officer to deliver public outreach sessions with the local community, which may include local cultural events and oyster gardening workshops to train citizen scientists. This may require flexible and weekend working.
- Booking & administration of education and outreach sessions, and Local Working Group meetings.
- Project communications, such as promoting the project on social media and capturing images and video footage of the project progress.
- Data entry, analysis, and visualisation of ecological and other data sources.
- To monitor and evaluate the progress of projects, providing information for reports as required for Trust management, project partners, external bodies, and funders.
- To deliver a wide range of opportunities for involvement and volunteering by the local community and organisations in Groundwork projects.
- Develop close working relationships with local partners and groups.
- To raise the awareness of relevant Groundwork Trust Programmes with partners and funders.
- Supply finance information to the line manager to ensure timely and accurate submission of claims and the preparation of monitoring and reports for funders.
- Appraising and satisfying health & safety, legal and other regulations with respect to projects, participants and the general public.



More detail of role content can be found in the Job Description contained in the Application Pack

What will we offer you...

- ✔ Competitive salary £20,000 per annum, pro rata
- ✔ 22.5 hours working week
- ✔ Excellent holiday entitlement of 25 days, rising to 27 days per annum plus public holidays (pro rata)
- ✔ Family friendly policies to support work/life balance and time off in lieu for out of hours work
- ✔ Business travel expenses
- ✔ Better health at work activities
- ✔ Access to a Cycle To Work
- ✔ A commitment to equality, diversity and inclusion which ensures everyone can make best use of their skills, free from discrimination or harassment
- ✔ Staff life insurance scheme
- ✔ Friendly, team environment where we support each other to achieve





Want to Apply?



Great, all you need to do is complete the application pack available on our website, located here:

<https://www.groundwork.org.uk/about-groundwork/careers-across-groundwork/>

All completed applications should be sent to:

(In current circumstances, can we ask that you please return applications via email if possible)

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