

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



BLUE MARINE  
FOUNDATION



## JOB DESCRIPTION

|                           |  |
|---------------------------|--|
| <b>JOB TITLE:</b>         | Wild Oysters Project Assistant   |
| <b>REPORTS TO:</b>        | Project Officer & Project Manager  |
| <b>SALARY:</b>            | £20,000 per annum, pro rata  |
| <b>HOURS:</b>             | Part Time - 22.5 Hours per week  |
| <b>LOCATION:</b>          | Sunderland, Blythe and Homeworking   |
| <b>DURATION:</b>          | Fixed Term for 18 months   |
| <b>PRIORITY CONTACTS:</b> | Local Schools, Community Groups, Youth Groups, Local organisations, Statutory bodies |

### JOB SUMMARY

The Wild Oysters Project is a national oyster restoration initiative, developed by the Zoological Society of London, Blue Marine Foundation and British Marine, funded by the Postcode Dream Trust and delivered locally by Groundwork North East & Cumbria.

The project aims to create oyster restoration sites in three locations in the UK: Tyne & Wear in NE England, Firth of Clyde in Scotland, and Conwy Bay in Wales. At each hub, oyster nurseries have been installed across two sites, and the seabed will be restored with the aim of creating oyster reefs. The oyster nurseries form an important tool in the education and engagement programme, in which local communities and schools engage with native oyster biology and culture, and with wider marine conservation issues.

At the Wild Oysters: Tyne & Wear site, oyster nurseries are located in Sunderland Marina and the Port of Blyth, coordinated by a Project Officer based at Groundwork North East & Cumbria.

The Project Assistant will support the Project Officer with the delivery of regular public outreach and education sessions to engage the local community with the Wild Oysters Tyne & Wear project. The

Project Assistant will also support the Project Officer with restoration fieldwork, such as the monitoring and maintenance of the oyster nurseries installed in marinas and surveying of the oyster reef sites. 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.

## KEY TASKS

### Key Area: Project Delivery

- 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.

### Key Area: Project Development

- Recognise opportunities for project development referring upwards to line manager.
- To contribute to the ongoing development of the Trust Business Plan.

### Additional responsibilities

- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.

## Wild Oyster Project Structure

