

# Vacancy Information - Future Jobs Fund

18 to 24 -   
Hotspot -

If Hotspot please give postcode for areas:



## Bidder Information **NOT THE EMPLOYER**

Contact Name: Kelly Brotherhood  
Position: Project Development Manager  
Address: The Wildlife Trusts  
The Kiln  
Waterside  
Mather Road  
Newark  
Nottinghamshire  
Post Code: NG24 1WT  
Telephone: 01636 670074  
Fax:  
Provider Reference/number: FJF-2009-07-175-N-EXT  
No. of Employees:  
Disability Symbol user? Yes/No  
Provider Record no:  
Type of Business: Charity

## Employer Details

Name of Employer (if different from Bidder): Warwickshire Wildlife Trust  
Contact Name: Jen Jones  
Position: Education and Training Manager  
Address: Brandon Marsh Nature Centre  
Brandon Lane  
Coventry  
Post Code: CV3 3GW  
Telephone: 02476 302912  
Fax: 02476 639556  
Provider Reference/number:

## Vacancy Details

Job Title: Wildlife Trust Assistant- Parkridge  
Number Required: 1  
Start Date: Interview date Tuesday 24<sup>th</sup> August 2010  
**Start Date Monday 6<sup>th</sup> September**  
Days/Hours to be worked: 25 Wage: £3.57 per hour aged 16-17, £4.83 per hour aged 18-21, £5.80 aged 22 years and above. Increase 01/10/10  
Referral Arrangements (if other please state below): Jobcentre Application to Employer Duration: 6 Months

Placement/Job Description:

### **Job Description:**

**This a varied role and involves aspects of the following:**

- Assist with the planning of youth projects and activities with children and young people.
- Assist volunteers carrying out environmental youth work and community engagement, education and Wildplay sessions

- Develop and produce content for the WWT website
- Assist with the marketing of youth and community, education and WildPlay activities
- Deliver creative media production sessions with groups of young people
- Carry out project monitoring and evaluation with children and young people using the Developing Audiences (DAP)
- Promote the project through the youth service, schools, community radio stations and community newspapers
- Respond to answer phone and e-mail enquiries
- Take bookings and payments for Events and activities at the Parkridge Centre, Solihull
- Assist with pricing, stock display, monthly stock taking and ordering of shop stock
- Any other duties deemed appropriate

**Administration**

- Ensure that word-processing, data input and copying are completed accurately and quickly, ensuring urgent deadlines are met.
- Produce letters, reports and proposals, signs etc. for the Centre.
- Maintain an organised filing system for general Trust administration.
- Assist with other administration work as may be required.

**Training**

Full induction training and any on the job training required to fulfil this role will be given and an opportunity to undertake John Muir Award with support from trained staff

There will be a mini project to complete

- Computer-literate (Microsoft Office preferred)
- Good communication skills (both written and spoken)
- Ability to work as part of a team and on own initiative
- Flexible approach to working – some outdoor practical work required and a requirement to work out doors in all weathers
- This post will be subject to CRB check

Additional information/Person Specification:

No of references required: 2

For Jobcentre Plus use Only		
	Name	Date
LMS Updated (under 24)		
LMS Updated (over 24)		