

Sandstone Ridge Trust – Project Assistant Role Description



About us

The Sandstone Ridge Trust works, in partnership, to improve and enhance the natural beauty and special qualities of the Cheshire Sandstone Ridge for all those who live in, work on, or visit the area. The Ridge covers 20,000 hectares of hills, escarpments and plains in mid Cheshire, running from Frodsham and Helsby in the north, through the Delamere glacial meres and mosses, to Malpas in the south. It corresponds approximately to National Character Area no. 62. Currently the Cheshire Sandstone Ridge is being considered by Natural England as a new Area of Outstanding Natural Beauty.

The Sandstone Ridge Trust needs a project assistant to support four small projects to be undertaken during the next eighteen months. The applicant will support Trustees with administrative tasks to ensure that projects proceed according to plan.

The four projects include:

- *Reptiles on the Ridge*
- *Walk, Talk and Ride Festival*
- *Sandstone Ridge Visitor Survey*
- *Green Social Prescribing*

The applicant will attend meetings, analyse data, manage resources, create schedules, update and file documentation, and track progress toward milestones. They may also provide direction to Trustees project team members or assist them with their duties to meet project deadlines.

The applicant will use their knowledge of effective project management practices and organizational skills and work closely with Trustees to determine what they need and how they can contribute to project success. The appointee should be familiar with project management tools and office software to make their tasks more efficient and help them adapt to overcome challenges as they arise throughout the project.

The post

- Temporary for up to eighteen months, on a contract basis, operating throughout the Cheshire Sandstone Ridge area.
- Hours of Work: one day per week, including weekends and evenings, as appropriate.
- Salary: £150-£175 per day depending on experience.
- The appointee will have the option of home or office working or a combination of both.

Closing date:

Application deadline is Friday 16 February 2024. Please attach a detailed expression of interest which outlines why you would wish to work with us, and what skills you have to offer. For further information visit www.sandstoneridge.org.uk or contact info@sandstoneridge.org.uk. This project is possible through the generous funding of Cheshire West and Chester Council as part of the UK Shared Prosperity Fund.