

Shadow Volunteer

Role Name: Project Management Shadow Volunteer

Forest: Yorkshire Forest District

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| Country | England |
| Location | Forestry England Yorkshire Outgang Road, Pickering, YO18 7EL |
| Supervisor | Petra Young |
| Position Type | 1 day a week for 6 months |
| Salary | Voluntary |
| Closing date for applications | 23:59 on 5 th July 2026 |
| Interview dates | Between 20 th - 24 th July 2026 |

Background Information

Forestry England are the country's largest land manager, caring for the nation's forests for people, nature and the economy. The foundation of our organisation is our world-class sustainable management of the nation's forests.

Though Yorkshire is one of the smaller districts by area covered by Forestry England, we are advocates for much of the organisation's offer, from outstanding customer service, forward thinking nature-led approaches and a can-do-it attitude across all departments. Yorkshire Forest District is located in the main office in Pickering, from where our staff work as far north as Guisborough, as far west as Stainburn near Harrogate, south to Bishop Wood near Selby and back towards the east coast at Broxa and Wykeham. Our larger forests are placed along the southern edge of the North York Moors, making Pickering the perfect gateway to all our biggest areas of activity.

We are proud to be able to offer this volunteer role with our project management team, to enable individuals with an interest in project management to gain real world experience and support their pursuit of a career in either the environment sector or project management by working alongside passionate and experienced team members.

Successful applicants will be given training and development opportunities by work shadowing current staff, supporting the memorial benches project and developing on the job skills, including project management and leadership and stakeholder engagement.

What we offer

- Training relevant to the role from your experienced member of staff you are shadowing along with gaining knowledge from wider colleagues.
- Genuine out of pocket expenses which includes travel expenses beyond your reporting station.
- Volunteer parking pass after 35 hours of volunteering.
- Volunteer uniform.
- Formal training opportunities - first aid, risk assessment, and manual handling as required.

Purpose

The project management shadow volunteer will work alongside our busy project management team, supporting in the delivery of the Memorial Benches project amongst other projects across Yorkshire district. The aims of this project are to audit and assess the condition of memorial benches across the forest estate, digitise the results using GIS software and support in the development of the strategy moving forward to ensure benches are maintained, mapped and shape the strategy development for new benches.

This role will take place on weekdays and will be partly office-based to check locations on our GIS system with opportunities to get out into the forest to locate existing assets, check and log them.

The role will also include time shadowing the project management team in meetings and discussions about a portfolio of projects ongoing within Forestry England, learning how things happen and giving you the opportunity to contribute to change.

Key work areas

Support project delivery

- Assist in the planning, delivery and closure of the Memorial Benches project.
- Contribute ideas and knowledge to the project, supporting other teams to work within the constraints of time, funding and other constraints.

Support project work within Yorkshire to meet our goals

- Work with the Project Manager to meet key deliverables in local projects, visiting sites and engaging with stakeholders to meet targets.

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- Identify opportunities to improve communications between the project team and the wider staff and report these back to the Project Manager.

The key work areas detailed are the typical duties expected of the role but are not an exhaustive list. The post holder may be reasonably requested to undertake other duties by their supervisor to support their learning.

Person Specification

Read this section carefully as it will help you complete the [online application form](#).

We are not expecting you to have qualifications or previous experience in the environment sector. We are looking for enthusiasm, curiosity, ability to listen and learn, ask questions, show initiative and show responsibility for the people and environment where you work.

The application form will ask you questions based on the person specifications below. You don't need to give examples related to the environment sector or forestry. They can be relevant examples from other experiences you have had.

What interests you in this role

This is your opportunity to tell us about you and why you think you'd be a good fit for the Project Volunteer role. Give us an insight into who you are your reasons for applying.

Experience

Essential

An interest in the environment, Forestry England, or woodland management.

An interest in project management.

Can use Microsoft packages, such as Word, Excel and Outlook.

Desirable

Seeking a career in the environmental or project management sectors.

Enjoys a busy workday with lots of different tasks.

Working with Other People

Essential

Be approachable, open, polite, and helpful to others.

Respect diverse backgrounds, views, and approaches.

Willingness to work as part of a team as well as the ability to work on your own.

Desirable

Curiosity and the enthusiasm to provide a supportive role to colleagues.

Communication

Essential

Ability to listen and communicate with a wide range of people including internal staff, external stakeholders and the wider public.

Ability to deal with challenging situations with careful consideration and balanced perspectives.

Deliver Results

Essential

Motivated and capable of working under own initiative.

Prioritise and organise your time and resources effectively to meet agreed deadlines and objectives.

Desirable

Understand and apply industry best practice in outputs (risk mitigation and forward planning).

Learn and Apply

Essential

Listen to and observe your mentor, demonstrate a willingness to learn and repeat tasks to build experience.

Be open to change and show a willingness to undertake appropriate training to develop new skills and confidence.

Take responsibility for own work, learning from experience, mistakes, and constructive feedback.

Other

Able and willing to work 1-2 days per week on weekdays.

Have a full clean driving license to be able to independently undertake site visits

Some work may involve outside working when shadowing other areas of the organisation. If you require reasonable adjustments, please let us know.

This role will require a DBS check.

How to apply

Please apply online by completing the [online application form](#).

Make sure when applying, you type “**Project Management Shadow Volunteer**” as the role you are interested in. For the Forest, please type in and select “***District Wide Yorkshire***”

When completing the person specification areas please give examples of experiences you have had. These don't have to be in the environment sector they can demonstrate your experience or things you have done in any situation relating to the specification area.

If you are interested in multiple roles, you will need to complete multiple applications. You can, however, use the same information and answers for each so feel free to copy the information from one to the other, if you are happy this is correct.

If you have any problems with the application or questions please email rosie.hernon@forestryengland.uk

If you consider yourself to have a disability the application form will ask you to provide details of any support you may need or reasonable adjustments we can make to enable you to fulfil the role (as outlined in the role description for the placement you are interested in). If you are selected for the project Volunteer role based on your application and interview this will help us discuss with you regarding what we can safely and practically put in place to enable you to carry out the role or other alternative solutions.

Closing date: 23:59 on 5th July 2026