

Application Guidelines



DIRECTOR OF NATURE, CLIMATE & ENVIRONMENT

Thank you for your interest in the above vacancy. Please see below for the job description and person specification for the post. If accessing this form from our website please click on the 'job application form' link to access the application form, which includes the Monitoring Form.

Applicants must complete all the application papers – **the use of CVs in any way will not be accepted.**

Under the section headed 'Role Requirements' it is essential that applicants clearly demonstrate through the use of examples how they meet the essential and/or desirable criteria required for the post. It is not acceptable to simply restate the criteria. The shortlisting panel will not make assumptions and if applicants do not demonstrate, through examples, how they meet the criteria they will not be shortlisted to the next stage of selection.

Ulster Wildlife reserves the right to interview only those who demonstrate on their application form that they fully meet the essential criteria and desirable criteria. Ulster Wildlife reserves the right to apply additional criteria to facilitate the shortlisting process where necessary.

All applicants will be contacted regarding the outcome of their application. However, regretfully due to limited resources, Ulster Wildlife cannot provide feedback regarding your application.

Completed application and monitoring forms in Microsoft Word format should be returned by email to recruit@ulsterwildlife.org by **12 noon on Monday 24 February 2020.**

Interviews are provisionally planned for Wednesday 25 March 2020.

Ulster Wildlife is only able to accept applications from those individuals who are currently eligible to work in the UK.

Candidates who score above the minimum threshold during a recruitment selection process, but whose scores mean they are ranked lower than other successful candidates, may be kept on a reserve list for similar roles for a period of up to 12 months.

Canvassing will automatically disqualify.

Ulster Wildlife supports the principles of equality of opportunity

JOB DESCRIPTION

OVERVIEW

Role:	Director of Nature, Climate & Environment
Salary:	£37,351 to £42,112. (Pay Award pending for April 2020 – March 2021) Access to employer's contributory pension scheme - maximum 7% per annum.
Hours:	Full-time hours – 37.5 hours per week.
Location:	Ulster Wildlife Offices, 10 Heron Road, Belfast, BT3 9LE. There will be occasional travel throughout the UK and Ireland.
Contract:	Permanent. This post is subject to a 6-month probationary period.
Leave:	24 days per annum plus 12 days statutory holidays rising to 26 days following three years' service.
Reporting to:	Chief Executive.
Other benefits:	Health cash-back plan, flexi-time system and onsite parking.

This is an exciting opportunity for an experienced, innovative and highly motivated individual to join our Senior Management Team to lead on the development and implementation of conservation activities related to land and sea. The remit will include Nature Reserves, Nature Recovery Networks, Marine Conservation, Natural solutions for climate change and Biodiversity Conservation Programmes.

The Director of Development will lead a dynamic team as well as maintaining our partnership working. The post holder will help and support staff to deliver important projects that will contribute to nature's recovery and offer natural solutions for climate change. This role will involve developing ideas to align with funding opportunities for projects that support our strategic objectives and contribute to Ulster Wildlife's development strategy.

The successful candidate will already have proven experience in developing and implementing organisational plans and policies. He/she will be able to negotiate at the highest level and have an understanding of and a passion for nature conservation, be an adept project manager, ideally with specialist skills/training in project management.

DUTIES OF THE POST

Business Development

- Develop new projects and nature conservation initiatives working with the Senior Management Team to secure funding.
- Identify and develop opportunities for sustainable services that address environmental needs and priorities related to the Charity's strategic objectives.
- Play a leading role in the development and delivery of Ulster Wildlife's strategic plan.
- Develop new opportunities to engage businesses in nature conservation / environmental improvements including the management of Ulster Wildlife's Associates register and corporate contracts.
- Work closely with the Director of People Engagement & Public Affairs to ensure that fundraising and marketing is fully integrated within your teams and areas of responsibility and engage with members as required.

Project/Delivery Management

- Manage key projects and areas of delivery within Ulster Wildlife to include the land and seas conservation activities of the charity.
- Ensure a scientific and evidence-based approach is adopted within conservation activities to enable demonstration of impact and continuous improvement.
- Oversee the development and implementation of work plans and funding agreements related to the functional area.
- Ensure key activities and deliverables are promoted internally and externally in liaison with Senior Management Team and the marketing team.
- Relationship management with funders, partners and prospective donors.
- Ensure all funding requirements are delivered including progress reports and claims.

Managing People

- Lead the nature conservation functions of Ulster Wildlife including line management of staff within the functional area, providing support and mentoring for team members and volunteers.
- Relationship management with stakeholders, funders and clients.
- Stakeholder management for policy initiatives within the remit of the post including politicians, senior civil servants, local government officials, other third sector organisations, business representatives, community reps.
- Ensure effective involvement, management and support of volunteers.
- Ensure compliance with Health and Safety and Data Protection requirements.

Policy and Campaigns

- Provide technical expertise and lead on the submission of relevant policy consultation responses and position statements for your areas of responsibility.
- Attend/support meetings with high-level decision makers in local and national government as required.
- Work with the Director for People Engagement and Public Affairs on the development and delivery of public campaigns to support Ulster Wildlife's policy positions.
- Play a proactive role in representing the organisation's position in the media as required.
- Provide briefings and analysis to the Chief Executive, Senior Management Team and Council on key policy issues.

Governance

- Play a proactive and constructive role in the organisation's Senior Management Team.
- Develop, plan, monitor and review the organisational strategy and annual operational plans for this functional area.
- Accountable for core and project expenditure in accordance with agreed budgets working closely with the Finance Manager & CEO.
- Prepare, review and update annual budgets for your areas of responsibility.
- Lead on the governance of the Environment Committee together with the Development Officer and work with and engage the experience base that Board Members can offer.
- Constructive engagement with the wider Wildlife Trusts movement as required including forging partnerships for UK wide projects should opportunities arise.

ORGANISATION-WIDE RESPONSIBILITIES OF POST

While every member of staff has their own specific tasks and duties to perform on a day-to-day basis, there are also a number of additional work areas that you will be expected to take part in for the overall development and delivery of the organisation's aims. These include:

- Participation in the development and implementation of the Ulster Wildlife's overall strategy and operational plan.
- Play a proactive and constructive role within Ulster Wildlife's team and ensure knowledge dissemination within the wider organisation.
- Develop strategic partnerships with external organisations.
- Support the fundraising activities of the organisation.
- Adhere to the policies and practices of Ulster Wildlife at all times and respect the policies and practices of project partners.
- Identify and implement Learning & Development processes.
- Support and ensure positive experiences for volunteers within the organisation.
- Participate in internal staff and Council meetings.
- Ensure that contact with others is of a style and quality consistent with Ulster Wildlife's ethos.
- Respond to internal and external requests for advice and information.

No job description can cover every issue which may arise and subsequently the post-holder may be expected to carry out other duties broadly consistent with those itemised above.

PERSON SPECIFICATION

Essential Criteria

1. Degree level science/ecology qualification relevant to the post.
2. At least two years' (full-time or part-time equivalent) relevant experience in a senior management role OR four years' relevant experience gained at middle management level.
3. Comprehensive knowledge of the flora and fauna of Northern Ireland.
4. Comprehensive knowledge of the key nature conservation and environmental issues in Northern Ireland, Ireland and the UK.
5. Demonstrable achievement of delivering significant and impactful evidenced-based environmental outcomes.
6. Strong strategic planning, prioritisation and execution skills with the proven ability to manage multiple objectives, competing demands and monitor progress and impact through the development of operational plans.
7. Experience in successfully managing multiple projects.
8. Strong leadership skills and a proven track-record of leading and developing high performing teams, and of managing and motivating staff and volunteers.
9. Excellent written and verbal communication skills, with the ability to distil complex ideas in ways that engage a diverse range of audiences.
10. Experience of effective partnership working including proven influencing and networking skills that have delivered organisational benefits.
11. Proficient understanding of current policy/legislative frameworks affecting the environment and of political institutions and their operations in Northern Ireland.
12. Experience in writing and delivering papers, reports and presentations for senior audiences and adapting to meet the needs of different audiences.
13. Significant Financial Management experience. Experience of managing multiple budgets and resources.
14. IT literate, proficient with Microsoft Office, including Outlook, Word, Excel and PowerPoint.
15. Access to transport for business purposes that will enable the fulfilment of the requirements of the post.

Desirable Criteria

1. MSc or PhD in a relevant Environmental subject.

2. Experience of working in the charity sector.
3. Demonstrable experience of building & maintaining effective relationships with landowners and farmers.
4. Experience in the securing of funding through grant aid/trusts/foundations.
5. Experience in the use of GIS Software.
6. Project management training or certification.

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