



Nature Reserves Officer



Funded via the Carrier Bag Levy by:



CLOSING DATE:

12:00 noon

Tuesday 26 August 2025

Ulster Wildlife
McClelland House
10 Heron Road
Belfast
BT3 9LE
02890 454094
recruit@ulsterwildlife.org
www.ulsterwildlife.org

ABOUT ULSTER WILDLIFE

We are Northern Ireland's largest local nature conservation charity, established in 1978. We're working to bring nature back on land and at sea, inspire people to take action for nature and climate, and play our part in ending climate and ecological emergencies. We manage 19 nature reserves; save species at risk from sharks to hedgehogs; restore and connect habitats such as peatlands; influence government policy and empower people to stand up for nature. We are one of 46 independent Wildlife Trusts, collectively working across the UK to bring nature back. We are driven and supported by over 14,000 members.

Nature is in crisis and declining at rates unprecedented in human history. Ulster Wildlife has a plan to not only slow the loss of nature, but to actively reverse its decline.

Our Vision - A wilder future where people and nature are thriving together.

See – www.ulsterwildlife.org for more information about us and our important work.



RECRUITMENT PROCESS

APPLICATION FORM

Please download an application form from www.ulsterwildlife.org/jobs. The completed application and monitoring form must be received no later than **12 noon on Tuesday 26 August 2025** in Microsoft Word format (NOT PDF) via email to recruit@ulsterwildlife.org. Applications received after the deadline will not be accepted. CVs 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.

Ulster Wildlife makes employment decisions based solely on merit however any offer of employment is conditional on the receipt of two satisfactory references, certificates to support stated qualifications, and proof of the right to work in the UK. Please note Ulster Wildlife does not hold a Sponsor License.

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. Ulster Wildlife's Safeguarding Commitment Statement can be found here www.ulsterwildlife.org/safeguarding-statement.

Ulster Wildlife is committed to protecting the privacy and security of your personal information. You can read about how and why Ulster Wildlife uses your personal information here www.ulsterwildlife.org/privacy-notice.

ASSESSMENT PROCESS

Following shortlisting, successful candidates will be invited to a face to face interview. The interviews are planned for **Thursday 04 September 2025**. The interview process will consist of a set of interview questions asked by a panel of Ulster Wildlife staff.

If you have any questions about the role or assessment process, please contact us at recruit@ulsterwildlife.org

JOB DESCRIPTION

Role	Nature Reserves Officer
Salary	£24,023 to £27,983, Access to employer's contributory pension scheme - maximum 10% per annum.
Hours	Full Time – 37.5 hours per week. Occasional weekend or evening work may be required.
Location	Based at 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.
Annual Leave	24 days annual leave per annum plus 12 days statutory holidays, rising to 26 days following three years' service.
Reporting to	Nature Reserves Manager
Responsible for	Nature Reserves Volunteers, Trainees, Placement Students
Other benefits	Health cash-back plan, flexi-time system and onsite parking.

OVERVIEW

The Ulster Wildlife Nature Reserves Team currently manages 19 nature reserves across Northern Ireland including a wide range of native habitats and species. The Nature Reserves Officer is responsible for assisting in the implementation of practical management and monitoring on the network of Ulster Wildlife nature reserves across Northern Ireland, ensuring all legal and organisational requirements are met. The postholder will also support the general upkeep and maintenance of Ulster Wildlife land and property - this will include site maintenance e.g. litter removal, fencing repairs, tree work, invasive species control and scrub control. They will be expected to implement health & safety procedures on nature reserves and assist in reporting requirements of funders. The post holder will assist in the recruitment, supervision and motivation of volunteers, trainees and corporate volunteer groups as well as delivering public events to meet the Ulster Wildlife nature reserves aims and objectives.

The role also requires working outdoors in all weathers on a range of terrains for the majority of the time. Lone working is a regular part of this role and there will also be a requirement for limited overnight stays, evening and weekend work.

TASKS AND MAIN DUTIES OF THE POST

1. *Practical Nature Reserves Management*

- Practical habitat management – to deliver nature reserve management plan targets.
- Maintenance of public access.
- Leading volunteers / volunteer groups / practical events.
- Liaise with graziers and other stakeholders to deliver site targets.
- Undertake a range of biological monitoring.
- To work with contractors to ensure required works are undertaken in an appropriate manner in line with management plans and tender specifications.
- Driving a 4x4 vehicle with a trailer plus passengers to a range of nature reserve sites across Northern Ireland.

2. Supervising People

- Liaise with and facilitate and supervise volunteer / community groups to undertake habitat and access management.
- Maintain and develop volunteer records and data, including health and safety / training and produce reports as required.
- To support the recruitment, selection, and supervision of placements students, trainees and volunteers.
- Prepare plans for volunteer tasks.
- Ensure that volunteers and placement students are motivated and have a beneficial experience.
- Train volunteers and placement students in a range of practical nature reserve management activities.
- Implement and adhere to Ulster Wildlife's health and safety policy and procedures, including the production and review of site safety checks and risk assessments.

3. Managing Resources

- Ensure compliance with health and safety requirements.
- Carry out regular tool and asset inventories.
- Upkeep and maintenance of Ulster Wildlife's Nature Reserve Team's vehicles and equipment.
- Using a range of digital applications in the field and desk-based for example GIS Field Maps.
- Procure equipment and services as directed by the Nature Reserves Manager.

4. Communication

- Assist with the programme of public events on Ulster Wildlife nature reserves / external sites.
- Represent Ulster Wildlife as and when required on partnership and external committees.
- To liaise with the Fundraising & Communications Team in the identification of potential media opportunities relating to Ulster Wildlife sites.
- Contribute to publications, media etc. as required.
- Promote membership of Ulster Wildlife.

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 areas of work 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 Ulster Wildlife's overall strategy and operational plan.
- Play a proactive and positive role in Ulster Wildlife's team.
- Develop strategic partnerships with other organisations.
- Support the fundraising and communications activities of the organisation.
- Adhere to the policies and practices of Ulster Wildlife at all times and to respect the policies and practices of project partners.
- Identify and implement Learning & Development processes.
- Co-operate with and support volunteers and where appropriate supervise them.
- Ensure that contact with others is of a style and quality consistent with Ulster Wildlife's ethos.

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. A relevant third-level environmental qualification and a minimum of 1 year's full-time (or part-time equivalent) relevant experience of conservation land management OR 2 year's full-time (or part-time equivalent) relevant experience.
2. A track record in managing and motivating volunteers from a wide range of backgrounds including Section 75 groups.
3. Demonstrable experience of using a broad range of hand tools and machinery and hold current pesticide application, trimmer, and chainsaw certificates.
4. A broad knowledge of Northern Ireland's biodiversity and the threats to it.
5. Demonstrable experience of a range of biological monitoring and recording techniques e.g. breeding bird surveys and butterfly transects.
6. An ability to communicate effectively, both written and verbally, and the ability to converse with a diverse range of people at all levels.
7. Effective organisational skills – the ability to manage and prioritise workload and meet deadlines, and the ability to organise meetings and events.
8. A good knowledge of health and safety legislation/procedures.
9. A demonstrable ability to work independently without direct supervision.
10. Strong digital skills, including a solid understanding of Microsoft Office and the ability to adapt to new technologies, including AI-based tools.
11. Experience of driving 4x4 vehicles and trailers and holds a valid trailer licence.
12. A full UK or equivalent driving licence.

Desirable Criteria

1. Demonstrable experience in the preparation and implementation of nature reserve management plans.
2. Powerboat RYA Level 2 Powerboat Handling qualification.
3. Experience of using GIS software.
4. Current certificate in First Aid at Work.
5. Experience of working in voluntary/community sector.

Issued August 2025

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