

PEACEPLUS
Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



Rialtas na hÉireann
Government of Ireland



Northern Ireland
Executive
www.northernireland.gov.uk



**Ulster
Wildlife**

PEAT + Project Director

This project is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).



CLOSING DATE:

12:00 pm

Tuesday 26 August 2025

Ulster Wildlife
McClelland House
10 Heron Road
Belfast
BT3 9LE

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.

PEACEPLUS PROGRAMME

PEACEPLUS is a new cross-border funding Programme supported by the European Union, the Government of the United Kingdom of Great Britain and Northern Ireland, the Government of Ireland, and the Northern Ireland administration.

The Programme is designed to support peace and prosperity across Northern Ireland and the border counties of Ireland, building upon the work of the previous PEACE and INTERREG Programmes.

The programme has been divided into six themes and 22 investment areas. Each new programme aims to address longstanding social and economic challenges which have and continue to impact our communities. Within each theme there are several investment areas - these will have a more specific focus and target specific organisations such as local authorities or community groups.

The PEAT+ Project has been funded through the Biodiversity, Nature Recovery and Resilience Investment Area, within the PEACEPLUS Supporting a Sustainable and Better Connected Future theme.

PEAT+ PROJECT

The PEAT+ project, led by Ulster Wildlife in collaboration with cross-border partners, focuses on restoring peatlands across Northern Ireland and Ireland's border counties. This initiative integrates climate action, biodiversity enhancement, and community engagement to reduce emissions from degraded peatlands and increase their carbon capture post-restoration. It also aims to improve biodiversity, protect historical features, and contribute to flood prevention, water quality, and wildfire risk reduction.

The project is structured into three key work packages: Conservation Planning & Design, Peatland Restoration, and Capacity Building & Community Engagement. Through these efforts, PEAT+ will leave a lasting legacy by restoring vital habitats and fostering long-term environmental and community benefits. Partners in the project include – Ulster Wildlife, Armagh, Banbridge & Craigavon Borough Council, Newry, Mourne & Down District Council, Cuilcagh Lakelands Geopark, Mourne Heritage Trust, Atlantic Technological University Donegal, Crichton Carbon Centre. RTÉ is also expected to partner on the project.

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.

We are being assisted by our recruitment partners **Beyond HR** (www.wegobeyondHR.com) therefore the information supplied on your application form will be shared with them for the purpose of administering the recruitment process in line with our privacy notice above. Candidates may be contacted directly by Beyond HR for the purposes of the administration of the recruitment process including but not limited to interview arrangements and the following up of employment conditions for successful candidates.

INTERVIEW

Following shortlisting successful candidates will be invited to a face to face interview. The interviews are planned for **24 September 2025**.

The interview will consist of a job related task (which will be relayed to candidates following successful shortlisting) followed by 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 or call 07485 329716.



JOB DESCRIPTION

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|-------------------------|--|
| Role: | PEAT+ Project Director |
| Salary: | £50,510 to £54,414, 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. A combination of office and home working will be possible. |
| Contract: | Fixed Term Contract to 30 June 2029, unless renewed. This post is subject to a 6-month probationary period. |
| Leave: | 24 days annual leave per annum plus 12 days statutory holidays, rising to 26 days following three years' service. |
| Reporting to: | Chief Executive Officer |
| Responsible for: | PEAT+ Project Management Team. |
| Other benefits: | Health cash-back plan, flexi-time system and onsite parking. |

OVERVIEW

This post is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).

The PEAT+ Project Director will lead the delivery of the overall project as lead partner, reporting to the Chief Executive, alongside a skilled team of staff and working in conjunction with the other PEAT+ partner organisations.

The postholder will have proven experience of large-scale programme/project delivery, ideally with experience in managing EU-funded projects. They will have experience of managing project governance, people skills, budget management, building robust evidence/monitoring frameworks to demonstrate impact and strategic planning skills. They will also be extremely well-organised and take a structured approach to their work. They will be able to negotiate and communicate at the highest level and have a keen interest in nature conservation.

DUTIES OF THE POST

Project Management

- As lead project partner, oversee the overall management of the PEAT+ Project in conjunction with eight delivery partner organisations.
- Lead on the coordination of the governance structure for the partnership – ensuring ongoing communication and oversight of all delivery partners' strands of work.
- Manage contract and relationship with third-party governance support organisation appointed to support the project.
- With the Monitoring & Evaluation Officer – development a Monitoring and Evaluation Framework for the overall project and ensure regular reporting as required by the Programme Rules.
- Oversight of the PEAT+ budget and cashflow planning – in conjunction with the CEO and project partners – ensuring spend is managed within agreed levels and that all procurement requirements are followed.

- Manage the project claiming and validation processes ensuring quarterly claims are submitted accurately and on time.
- Overall oversight of the management of the Peat+ Project assets and equipment to ensure their safe use, maintenance and longevity.
- In conjunction with the Communications & Outreach Officer develop a communication strategy and annual plan for public engagement – promoting the achievements of the project and highlighting successes. This should detail actions and approaches that will be applied to ensure that all community facing activity is easily accessible by diverse/ Section 75 groups.
- Ensure compliance with all relevant regulations, policies, and procedures related to the project delivery and PEACEPLUS Programme Rules.
- Participate in the identification, mitigation and monitoring of financial, operational and risks such as safeguarding and maintain a project risk register.
- Act as media spokesperson for the Project as required.
- In conjunction with the Communications & Outreach Officer, prepare a project 'Crisis Communications Plan' and be available to staff and the media outside office hours, particularly with regards to crisis communications activities.

Partnership Working

- Act as the main contact for all project partners – establishing and maintaining productive working relationships with all partners.
- Advising partners on any areas of difficulty or challenges as they may arise.
- Acting as link between SEUPB and the other project partners, maintaining a productive working relationship with the project Case Officer.
- Engage project partners in shared areas of work e.g. communications and monitoring & evaluation.
- Lead on gathering and collating quarterly progress reports from partners and producing overall quarterly updates to the funder.

Managing People

- Line-manage and support and monitor performance of the PEAT+ Project team and work closely with team members located with funded partner organisations to manage workflow and delivery of outcomes.
- Monitor project progress against objectives within the team to ensure targets are met, reporting on progress regularly to the CEO.
- Ensure the implementation and monitoring of health and safety protocols for the PEAT+ staff team including lone working procedures, risk assessments and CDM requirements.
- Oversight and management of project procurement ensuring staff follow procedures and adhere to funding requirements.

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

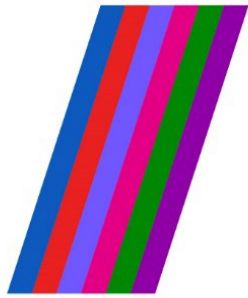
1. Degree-level qualification and at least 3 years' relevant full-time experience (or equivalent part-time experience) in a senior project management role, **delivering multi-million pound/euro projects OR** 5 years' relevant full-time experience (or equivalent part-time experience) in a senior project management role, **delivering multi-million pound/euro projects.**
2. Demonstrable achievement of delivering significant and impactful evidenced-based outcomes.
3. 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.
4. Experience of developing and implementing evaluation processes that provide a robust evidence base to benchmark impact of activities and outcomes.
5. **Ability to work under pressure and adapt to changing circumstances, with a solutions-focused mindset.**
6. Strong leadership skills and a proven track-record of leading and developing high performing teams, and of managing and motivating staff and/or volunteers.
7. Experience of effective partnership working including proven influencing and networking skills that have delivered organisational benefits.
8. Ability to communicate effectively, both written and verbally with a diverse range of people at all levels.
9. Effective organisational skills including the ability to plan, manage and prioritise workloads for self and others, meeting non-negotiable deadlines.
10. Experience of managing significant budgets, following financial procedures and procurement processes.
11. Strong digital skills, including a solid understanding of Microsoft Office and the ability to adapt to new technologies, including AI-based tools.
12. Access to transport for business purposes to allow the post holder to carry out the full requirements of the role.

Desirable Criteria

1. Experience of managing EU-funded projects/programmes.
2. A recognised project management qualification or accreditation.
3. Experience of producing communications or people engagement strategies/plans.
4. Experience of implementing, monitoring and coordinating health and safety policies and procedures.
5. Knowledge or experience in the nature conservation or environmental sector.
6. Experience of working within the voluntary sector.

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