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Northern Ireland - Ireland

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United for Nature Project Officer

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



CLOSING DATE:

12:00pm

Monday 18 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 18 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.

UNITED FOR NATURE

Mid Ulster District Council have appointed Ulster Wildlife to develop and deliver a PEACEPLUS funded Environment and Biodiversity programme. The programme called "United for Nature" will bring communities together on the shared theme of the protection of our natural environment.

The programme will support people/ groups within the Mid Ulster Council area to:

- Deliver ten community-led transformations through local environmental reimagining improvements and practical interventions.
- Build capacity of people/ groups interested in horticulture, environment, nature, climate change and contributing to local environmental improvements.
- Have greater understanding of diversity.
- Transfer knowledge between groups.
- Improve relationships.
- Increase volunteering.

A total of 225 people will be engaged over a 3-year period, with a minimum of 20 community and voluntary groups engaged.

Ulster Wildlife has secured the support and involvement of a range of environmental organisations who will support delivery of the programme with local people and community groups across Mid Ulster.

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 Monday 18 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.

INTERVIEW

Following shortlisting successful candidates will be invited to a face to face interview. The interviews are planned for **Tuesday 26 August 2025**

The interview will consist of a set of 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

Role:	‘United for Nature’ Project Officer
Salary:	£28,693 - £30,933 (pro rata for part-time hours). Access to employer’s contributory pension scheme - maximum 10% per annum
Hours:	30 hours per week – working pattern to be agreed. Flexible working hours will be required including evening and weekend work.
Location:	The role is based within or close to the Mid Ulster Council area. It is envisaged that the role will involve some desk-based home working and the remainder out in the community, delivering on the ground. This role will require lone working.
Contract:	Fixed term contract to 30 September 2028, unless renewed. This post is subject to a 6-month probationary period.
Leave:	24 days per annum plus 12 days statutory holidays.
Reporting to:	Community Engagement Manager.
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 ‘United for Nature’ Project Officer will be a talented programme co-ordinator and community organiser. They will be highly personable, passionate and organised, and equally comfortable building relationships in communities as they are engaging with organisations and project partners.

The postholder will be committed to supporting community powered change and facilitating local people to empower themselves to act for nature. They will also be skilled in utilising the environment as a focus for bringing people together from different communities, identities and traditions.

DUTIES OF THE POST

Community Engagement

- Scope, develop and facilitate work within and between communities across the Mid Ulster District Council area. This will involve overseeing community liaisons,

maintaining strong links with community leaders and champions and enabling community leaders to share learning.

- Work with community organisations within the areas of focus to plan and support actions for nature's recovery within shared green spaces.
- Work with project partners to prepare support materials and training for community members to support them to act for nature.
- Build positive relationships between Ulster Wildlife and other similar community-based organisations to support objectives, reach wider and more diverse audiences, and promote effective partnership working.
- Act as main point of contact for community enquiries regarding the programme.
- Work with project partners to establish a 'United for Nature' Network to facilitate the sharing of knowledge, skills and experience.

Project Management and Delivery

- Manage relationships with funders and partners as required.
- Co-ordinate project partnership meetings.
- Achieve key project targets and outcomes -
 - Ten community-led transformations through local environmental reimagining improvements and practical interventions involving at least 225 people and a minimum of 20 community and voluntary groups engaged.
 - Minimum 10 hours engagement per participant with people from other traditions and backgrounds. Target cross community breakdown of participants - 60% CNR / 30% PUL / 10% Other *consideration given to new communities.
 - 70% of participants indicating they have built relationships with people from different communities.
 - 70% of participants showing the project helped connect with new places/communities.
 - 70% of participants indicating they have gained knowledge about environment through shared engagement, community led interventions, local environmental reimagining improvements and practical interventions.
 - 70% of participants indicating they have built relationships and have a greater understanding for diversity.
 - 70% of participants indicating transfer of knowledge and increase in volunteering.
- Contribute to the monitoring and evaluation framework for the project, ensuring all monitoring and evaluation requirements are completed and records managed securely and effectively.
- Work with an external evaluator to capture the impact of the programme.
- Responsibility for compliance with all funding requirements including communications and marketing, participation monitoring, progress reports monthly update meetings and financial claims.
- Oversee use of £3500 per community project (10 in total) to achieve practical work on the ground.
- Organise a project launch event at a suitable location.
- Work with project participants to organise a celebration event towards the end of the programme.

Managing People

- To supervise, support and mentor project volunteers.
- Maintain positive working relationships with a range of relevant stakeholders including community representatives, local authority staff and wider supporters.

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 the 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 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.
- Participate in staff 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. A degree level qualification in a relevant subject* and 1 year's relevant experience working with community organisations and nature conservation OR 3 years relevant experience working with community organisations and nature conservation.
2. A keen interest in nature and wildlife conservation issues.
3. An ability to communicate effectively, both written and verbally – effective presentation skills and the ability to converse with a diverse range of people at all levels.
4. Experience of organising and delivering training and other forms of support for communities.
5. Experience of implementing health and safety policies and procedures, including undertaking risk assessments.
6. Effective organisational skills to include the ability to manage and prioritise workloads and meet deadlines.
7. Experience of monitoring and evaluation, project reporting and budget tracking.
8. An ability to work independently without direct supervision.

9. Strong digital skills, including a solid understanding of Microsoft Office and the ability to adapt to new technologies, including AI-based tools.
10. Have access to transport which will enable the fulfilment of the requirements of the post.
11. Able to work hours outside of standard office hours when required to fulfil the duties of this post (e.g. evenings and weekend working – for which time off in lieu will be given).

Desirable Criteria

1. Experience of working in the voluntary/charity sector.
2. Experience of supporting community organisations to carry out local environmental improvement projects.
3. Experience of facilitating community relations work and developing positive cross community engagement.
4. Knowledge and experience of communities across Mid Ulster.
5. Experience of producing material for social media.

* Relevant subjects include Environmental Biology/studies, Geography, Biological Science, Environmental Management, Youth and Community Development, Health and Wellbeing.

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