



PEACEPLUS
Northern Ireland - Ireland

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UK Government



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**Ulster
Wildlife**

PEAT + Administrative Support Officer

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



CLOSING DATE:

12:00 pm

Monday 10 November 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 Monday 10 November 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 25 November 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

Role:	Administrative Support Officer (PEAT+ Project)
Salary:	£24,023 – £27,983 gross per annum. Access to employer's contributory pension scheme - maximum of 10% per annum.
Hours:	Full-time hours – 37.5 hours per week. Part-time (30 hours) may be considered.
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 31 March 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:	PEAT+ Project Director
Other benefits:	Health cash-back plan, flexi-time system and onsite parking.

OVERVIEW

As a key member of the PEAT+ Project Management Team, the Administrative Support Officer will assist with a range of administration and finance duties to support the smooth and efficient delivery of the PEAT+ Project. They will assist with procurement, record keeping, health and safety compliance and reporting in accordance with the charity's and relevant funders' policies and procedures. They will be required to work to tight, non-negotiable deadlines, assisting with financial processing and reporting, procurement support and other relevant administration duties including bookings and events support.

DUTIES OF THE POST

- First point of contact for incoming calls / enquiries to the PEAT+ Team, directing queries to the appropriate staff, recording and forwarding of accurate messages.
- Providing admin support to the Peat+ Project Director and project partners as required e.g. assisting in the facilitation of internal and external meetings, booking travel and accommodation, processing purchase orders etc.

- Assist in coordinating and monitoring partner and stakeholder submissions to ensure compliance with agreed deadlines and project milestones.
- Create agenda documents and take minutes at PEAT+ Project Governance Meetings.
- Review of purchase orders for completeness and accuracy, match with invoices or receipts.
- Assist with procurement for project spend in accordance with the policies and procedures required by the funder and the organisation.
- Review of project employee and volunteer expense claims against policy, resolving any errors with staff and advising managers when expense claims are available for their review and approval.
- Assist with the preparation of financial claims to funding bodies and auditors as required.
- Assist with monitoring project spend against budgets.
- Assist with planning and delivery of project meetings and events including booking travel, venues, catering and coordinating attendance records.
- Maintaining relevant statistics for project monitoring and evaluation reporting.
- Maintain asset registers for the projects.
- Assist with maintaining and storing health and safety and training records.
- Assist with ongoing review of health and safety documentation (including risk assessments) ensuring compliance with current health and safety guidelines.

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:

- Adhere to the policies and practices of Ulster Wildlife at all times and respect the policies and practices of project partners.
- Play an active role in fundraising for the project and for Ulster Wildlife e.g. through promoting membership.
- Identify and implement learning and 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

For this post you will have at least one year's experience working in a busy finance or administration role. You will have an excellent working knowledge of Microsoft Excel and be able to demonstrate a high level of accuracy and the ability to work to tight deadlines. You will also be flexible with good all-round communication and organisational skills.

Essential Criteria

1. A minimum of three A-levels (Grades A-C) including Maths or a Finance/Business subject or equivalent relevant Vocational Qualification **AND** at least one year's full-time (or part-time equivalent) experience working in a busy finance or administrative role **OR** two years' full-time (or part-time equivalent) experience working in a busy finance or administrative role.
2. Excellent numerical skills with the ability to achieve a high level of accuracy and work to strict deadlines.

3. Ability to communicate effectively, both written and verbally.
4. Effective planning and organisational skills with ability to meet non-negotiable deadlines.
5. Strong digital skills, including a solid understanding of Microsoft Office (with an excellent working knowledge of Microsoft Excel) and the ability to adapt to new technologies, including AI-based tools.
6. Experience of working as part of a team.

Issued: October 2025

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