



PEACEPLUS
Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



Rialtas na hÉireann
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Northern Ireland
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www.northernireland.gov.uk



**Ulster
Wildlife**

PEAT + Monitoring & Evaluation 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 **Friday 21 November 2025**.

The interview will last approximately 1 hour and 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 or call 07485 329716.



JOB DESCRIPTION

Role:	Monitoring and Evaluation Officer – PEAT+ Project
Salary:	£28,693 to £30,933. Access to employer's contributory pension scheme - maximum 10% per annum.
Hours:	Full-time hours – 37.5 hours per week, part-time (30hours) may be considered. 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 NI, 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:	PEAT+ Project Director
Other benefits:	Health cash-back plan, flexi-time system and onsite parking.

OVERVIEW

This role will be key in demonstrating the impact of the PEAT+ Project. Working closely with the PEAT+ Project Director, the Monitoring & Evaluation Officer will develop the overall monitoring and evaluation framework for the project. They will then consult with project partners before finalising and training the partnership in the project monitoring protocols.

They will also be responsible for collecting and collating data and updates from all project partners and working with the Project Director to produce quarterly progress reports for the funder.

DUTIES OF THE POST

- Collaborate with the SEUPB Monitoring and Evaluation (M&E) team and all project partners to develop a detailed monitoring and evaluation strategy aligned with SEUPB requirements.

- Create and refine monitoring and evaluation plans, including data collection methods, indicators, and reporting procedures.
- Investigate, design and implement mobile survey applications to support ongoing project evaluation.
- Train and support project staff in M&E practices.
- Gather, compile, and manage data related to project activities and outcomes, ensuring accuracy and quality.
- Ensure Equality monitoring data is collected (S75).
- Apply data protection protocols to data collection and reporting requirements.
- Liaise with the PEAT+ Project Ecologist and support the collation of environmental data as required.
- Liaison with the SEUPB Evaluators as required.
- Track project progress against established goals and indicators, identifying potential problems or delays, ensuring accurate tracking of participant demographics and project data.
- Conduct evaluations to assess the effectiveness and impact of the project, using both quantitative and qualitative methods.
- Implement a mixed-methods evaluation approach, including post-training feedback surveys, exit-project surveys, interviews, focus groups, stakeholder interviews and environmental data.
- Prepare regular reports on project performance, highlighting successes, challenges, and recommendations for improvement.
- Provide technical support to project teams and stakeholders on M&E related matters.
- Analyse evaluation findings to identify lessons learned and inform future project design and implementation.
- Attending and/or taking minutes at project governance meeting as required.

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.
- 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

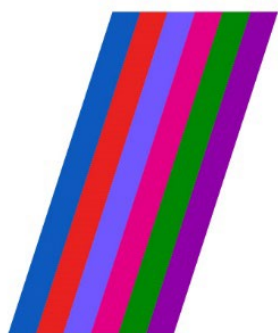
1. A degree-level qualification (e.g. in statistics, social sciences) **AND** a minimum of 1 year's full-time or part-time equivalent relevant experience **OR** 3 year's full-time or part-time equivalent relevant experience.
2. Experience in project monitoring, evaluation, data analysis, and reporting.
3. Proficiency in data collection tools, statistical software, and Monitoring & Evaluation methodologies.
4. Strong numerical, analytical and problem-solving skills.
5. Knowledge of project management principles and impact assessment.
6. 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.
7. Effective organisational skills to include the ability to manage and prioritise workloads, meet deadlines, plan and organise meetings and events.
8. Experience in effective partnership/stakeholder co-ordination.
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. Have access to transport for business purposes which will enable the fulfilment of the requirements of the post.

Desirable Criteria

1. Experience of use of Geographical Information Systems (GIS).
2. Experience of working on EU-funded projects.

Issued: October 2025

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