



Community Engagement Manager



CLOSING DATE:

12:00pm

Monday 09 February 2026

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 21 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 Monday 09 February 2026** 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 **Thursday 26 February 2026**.

The interview will consist of a presentation or 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: | Community Engagement Manager |
| Salary: | £34,905 - £38,132 gross per annum. Access to employer's contributory pension scheme to a maximum of 10% per annum. (Cost of Living Pay Award pending in April 2026) |
| Hours: | 37.5 hours per week. The nature of this post will require occasional weekend and evening working, for which time off in lieu will be granted. |
| Location: | Ulster Wildlife Offices, McClelland House, 10 Heron Road, Belfast. A combination of office and home working will be possible. There will be occasional travel throughout the UK and Ireland. |
| Contract: | Permanent. |
| Leave: | 24 days annual leave per annum plus 12 days statutory holidays, rising to 26 days annual leave following three year's service. |
| Reporting to: | Head of Nature Recovery |
| Pre-employment Checks: | Eligibility to work in the UK. Subject to an Enhanced Access NI Check. |
| Other Benefits: | Health cash-back plan, flexi-time system. |

Overview

The Community Engagement Manager will be responsible for the development and delivery of projects and activities designed to encourage people of all ages, backgrounds and abilities to experience and learn about local nature and wildlife, taking a 'community organising' approach. The postholder will manage several on-going funded projects as well as developing and seeking funding for future people engagement work in line with Ulster Wildlife's organisational strategy. The post holder will be experienced in working with communities and young people, particularly in the support of youth-led activities and empowering young voices. The post holder will also be experienced in the development and delivery of activities which support good health and well-being through nature and wildlife experiences. The role will act as lead for safeguarding in their areas of responsibility and act as deputy 'designated safeguarding officer' for the wider charity. The Community Engagement Manager will also work with the Head of Nature Recovery and wider team to review and develop a Community Engagement Strategy for Ulster Wildlife.

DUTIES OF THE POST

Strategy, Project Development and Training

- To support the development and the implementation of a Community Engagement Strategy for Ulster Wildlife, with a particular focus on community organising, children and young people, and nature-based health & well-being.
- Organisational lead for the "Community Organising" approach to people engagement work.
- Develop and seek funding for new projects and activities designed to encourage people of all ages to experience and learn about local nature and wildlife.
- Maintain sector networks and working relationships with key stakeholders to share best practice and explore partnership opportunities.
- Seek opportunities to encourage engagement with nature to support well-being.
- Design and delivery of accredited training to staff, volunteers, external bodies and community members e.g. Community Organising and Nature-based well-being.

Project Management and Delivery

- Plan, implement and manage ongoing funded community-based projects including:
 - Naturally Connected Young People project – funded by the Prudence Trust via the Royal Society of Wildlife Trusts
 - Uniting for Nature project – funded by Mid Ulster District Council through PEACEPLUS
 - Nature Connections and Recovery project – led by the Eden Project and funded by the National Lotteries UK Climate Action Fund
 - Our People Our Places project – funded by National Lottery Community Fund
 - Young, Wild and Well project – funding decision pending.
 - Annual Ulster Wildlife Summer Youth Residential.
- Management, planning and monitoring of project budgets including reviewing monthly expenditure against budget and proposing budget re-profiles as required.
- Ensure procurement guidelines are followed consistently and that appropriate records are kept.
- Ensure positive relationships with project funders and that all funding requirements are met including timely submission of progress reports and claims to project funders.
- Coordinate ongoing monitoring and evaluation of work delivered and continually improve the services offered.
- Ensure project resources and equipment are managed and stored securely.
- Manage any new projects that are secured.

People Management

- Line management of project staff and supervision of volunteers including monitoring workplans and workloads to ensure deliverables are achieved on time and within budget.
- Managing staff well-being and developing a high-performing team.
- Work with other managers and key partners to co-ordinate all project activities.
- Establish productive working relationships with project partners and other relevant stakeholders.
- Represent Ulster Wildlife on partnership and external committees as required for example through representation on the Education Authority's Regional Advisory Group for Youth Work and the Education for Sustainable Development Forum.
- Act as safeguarding lead within area of responsibility and act as Ulster Wildlife's Deputy Designated Officer for Safeguarding.
- Ensure health & safety policies and procedures are implemented and followed across the community engagement team.

Communications

- Ensure key activities and impacts of the project work are promoted both internally and externally.
- To liaise with Ulster Wildlife communications staff in the identification of potential media opportunities relating to our people engagement work.
- Write press articles, promotional materials and website content.
- Maintain an effective social media presence for Ulster Wildlife's people engagement projects and activities.
- Contribute to Ulster Wildlife publications 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 work areas 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 constructive role within Ulster Wildlife's team and ensure knowledge dissemination within the wider organisation.
- Adhere to the policies and practices of Ulster Wildlife at all times and respect the policies and practices of project partners.
- Identify and implement Learning & Development processes.
- Support and ensure positive experiences for volunteers within the organisation.
- Participate in internal staff and Board meetings.
- Support the communications and fundraising functions of the charity as required including representing in the media.
- 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 postholder may be expected to carry out other duties broadly consistent with those itemised above.

PERSON SPECIFICATION

Essential Criteria

1. A degree-level qualification and a minimum of 2 year's full-time (or part-time equivalent) relevant experience or 4 year's full-time (or part-time equivalent) relevant experience.
2. Proven experience of project management including managing multiple projects simultaneously.
3. A keen interest and broad knowledge of local biodiversity.
4. Proven experience of development and delivery of nature and wildlife community engagement activities and programmes.
5. Proven experience of managing staff and supporting their learning and development.
6. Proven experience of creating and using resources to help people learn about a topic.
7. Proven experience of implementing health and safety policies and procedures.
8. An ability to communicate effectively, both written and verbally with the ability to converse with and train a diverse range of people at all levels.
9. Effective organisational skills to include the ability to plan, manage and prioritise workloads for self and others, meet deadlines, plan and organise meetings and events.
10. Demonstrable experience of managing and being accountable for budgets and of 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. UK Driving Licence or equivalent and access to a vehicle for business purposes to allow the postholder to carry out the full requirements of the role.

Desirable Criteria

1. Experience of working with children and/or young people.
2. Experience of safeguarding procedures.
3. Experience of developing projects and funding applications.
4. A youth work or community work qualification.
5. Training, mentoring or assessor qualification.

Issue Date: January 2026