



Nature Conservation Assistant



This post is funded through a bursary from Wilson Resources.
<https://wilsonresources.net/>



CLOSING DATE:

12:00pm

Monday 02 February 2026

Ulster Wildlife
McClelland House
10 Heron Road
Belfast
BT3 9LE
02890 454094
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 02 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, regrettably 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.

ASSESSMENT PROCESS

Following shortlisting, successful candidates will be invited to a face to face interview. The interviews are planned for **17 and 18 February 2026**. The interview process 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

JOB DESCRIPTION

Role:	Nature Conservation Assistant
Salary:	£23,132 gross per annum (£12.71 an hour). Access to employer's contributory pension scheme - maximum 10% per annum.
Hours:	Full-time hours – 35 hours per week. The nature of this post will require very occasional weekend and evening working, for which time off in lieu will be granted.
Location:	Ulster Wildlife Offices, McClelland House, 10 Heron Road, Belfast, BT3 9LE. A combination of off-site, office and home working will be possible. There will be occasional travel throughout the UK and Ireland.
Contract:	12 month fixed-term contract. This post is subject to a 6-month probationary period.
Leave:	24 days annual leave per annum plus 12 days statutory holidays.
Reporting to:	Marine Conservation Officer
Pre-employment Checks:	Eligibility to work in the UK.
Other Benefits:	Health cash-back plan, flexi-time system.

OVERVIEW

The Nature Conservation Assistant will work as part of the wider Marine Conservation and Nature Conservation team assisting delivery and development of nature restoration across land and sea. This is a one-year opportunity to support career development, considered as an entry-level opportunity into the nature conservation sector.

The role will work alongside existing projects to gain hands-on experience in marine habitat restoration and nature reserve management and citizen science. This includes monitoring of species records, carrying out practical habitat management and hands-on practical marine restoration tasks. The Nature Conservation Assistant will assist with public and community engagement events and activities to promote public engagement and awareness of marine and nature conservation. The role will involve elements of desk-based work for data entry, mapping records and report writing. The successful candidate will receive on-the-job and course-based training opportunities in practical conservation tasks and the use of relevant equipment. They will be supervised by experienced core staff within our marine conservation and nature reserves teams. Depending on their interests and career aspirations, the Nature Conservation Assistant will have the option to spend some time with other staff teams within Ulster Wildlife.

They will take part in full organisation staff development days and can access many further developmental opportunities.

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DUTIES OF THE POST

1. Nature Conservation

- Practical habitat management – to deliver nature reserve management plan targets.
- Maintenance of public access.
- Ensure that volunteers and placement students are motivated and have a beneficial experience.
- Upkeep and maintenance of Ulster Wildlife's Nature Reserve Team's vehicles and equipment.

2. Marine Conservation

- Work alongside the native oyster restoration team carrying out routine monitoring with the native oyster nursery network.
- Conduct shore-based surveys of marine biodiversity.
- Assist the wider Marine Recovery team to develop coastal habitat restoration, such as seagrass and saltmarsh surveys.

3. Citizen Science and Events

- Promote and deliver citizen science and outreach events, in support of nature recovery.
- Develop best practice for citizen science surveys in support of nature restoration.
- Assist volunteers / volunteer groups / practical events.

4. Project Delivery and Development

- Ensure the key activities and deliverables are achieved on time.
- Liaise with stakeholders and possible project partners to further widen objectives of nature conservation.
- Input into technical reports.

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 several 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 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 post-holder may be expected to carry out other duties broadly consistent with those itemised above.

PERSON SPECIFICATION

Essential Criteria

1. A relevant degree-level environmental science qualification, OR evidence of at least two years of relevant full-time or part-time equivalent paid or voluntary experience in nature conservation.
2. Good general knowledge of and enthusiasm for nature and the natural environment.
3. Evidence of undertaking field work, such as, carrying out practical habitat management for nature, carrying out biodiversity surveys, and volunteer-supported conservation tasks.
4. Evidence of ability to work outdoors in all seasons, on a variety of uneven terrains, learning skills in a 'hands-on', practical manner and to follow health and safety protocols.
5. Good organisational skills, time management and ability to carefully plan, while remaining flexible and adaptable to change.
6. Excellent interpersonal and communication skills with the ability to work with a range of people from different backgrounds.
7. Strong digital skills, including a solid understanding of Microsoft Office and the ability to adapt to new technologies, including AI-based tools.
8. A full UK or equivalent driving licence.

Desirable Criteria

1. Evidence of scientific, research, or conservation monitoring and familiarity with statistical analysis software.
2. Experience in technical report writing.
3. Experience in the use of Geographic Information System (GIS) Software.
4. Experience of working in voluntary/community sector.

Issued: January 2026