



# Glendun Hill Farm Development Officer



**This role is funded through the BA Better World Community Fund**

**CLOSING DATE:**

12:00 noon Monday 27 July 2026

Ulster Wildlife  
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10 Heron Road  
Belfast  
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[www.ulsterwildlife.org](http://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 native oysters 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](http://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](http://www.ulsterwildlife.org/jobs). The completed application and monitoring form must be received no later than **12 noon on Monday 27 July 2026** in Microsoft Word format (NOT PDF) via email to [recruit@ulsterwildlife.org](mailto: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](http://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](http://www.ulsterwildlife.org/privacy-notice).

## ASSESSMENT PROCESS

Following shortlisting successful candidates will be invited to a face-to-face interview. The interview date is to be confirmed. Interviews are planned for Friday 14 August 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](mailto:recruit@ulsterwildlife.org).

## JOB DESCRIPTION

|                        |                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Role:</b>           | <b>Glendun Hill Farm Development Officer</b>                                                                                                                                                                                                                                                                                                                                            |
| <b>Salary:</b>         | £32,794 - £35,290 gross per annum. This will be pro-rated for part-time hours. Access to employer's contributory pension scheme - maximum of 10% per annum.                                                                                                                                                                                                                             |
| <b>Hours:</b>          | Part-time hours – 22.5 hours per week. The nature of this post will require occasional weekend and evening working, for which time off in lieu will be granted.                                                                                                                                                                                                                         |
| <b>Location:</b>       | Ulster Wildlife Offices, 10 Heron Road, Belfast, BT3 9LE with regular travel to Glendun Hill Farm, Cushendun. A combination of office and home working will be possible along with working out at Glendun Hill Farm, delivering on the ground. This role will require lone working. There is a mileage allowance for travel to Glendun Hill Farm (class 1 Business Insurance required). |
| <b>Contract:</b>       | 18 month fixed term contract – with potential for renewal subject to funding. This post is subject to a 6-month probationary period.                                                                                                                                                                                                                                                    |
| <b>Leave:</b>          | 24 days per annum plus 12 days statutory holidays – pro-rated for part-time hours.                                                                                                                                                                                                                                                                                                      |
| <b>Reporting to:</b>   | Nature Reserves Manager                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Other benefits:</b> | Health cash-back plan, flexi-time system.                                                                                                                                                                                                                                                                                                                                               |

### Overview

Ulster Wildlife is Northern Ireland's largest local nature conservation charity. We manage 21 nature reserves across the country ranging from coastal dune systems to species-rich grasslands. Nestled within the Antrim Coast and Glens Area of Outstanding Natural Beauty (AONB) is Glendun Hill Farm. This nature reserve covers 80ha stretching from the Glendun River at the bottom of the valley with fertile grasslands, transitioning into steep slopes of acid grassland and patches of mature woodland before reaching a plateau of blanket bog. The nature reserve mirrors many of the neighbouring traditional ladder farms that run the length of Glendun. Glendun Hill Farm brings together a mosaic of varied farm habitats with blanket bog forming a significant part.

The postholder will be responsible for working with a team within Ulster Wildlife to coordinate the creation of an overarching Management Plan for Glendun Hill Farm including habitats, species, buildings / infrastructure and access. They will then be responsible for delivering priority actions within the management plan including:

- Designing, procuring and implementing the restoration of peatland habitats on Glendun using external contractors.
- Developing opportunities for the restoration and enhancement of other habitats and the productive grasslands along the river corridor. An exciting aspect for Ulster Wildlife is the potential to enhance the farm through nature-based solutions and regenerative agriculture techniques to improve carbon, water and biodiversity potential without any loss of productivity.
- This role will also develop and deliver access improvements to facilitate habitat restoration including working with contractors to scope out bridge and path access.
- An audit of the farm buildings will also be undertaken in conjunction with contractors.
- The Glendun Hill Farm Development Officer will also be responsible for engaging with the local community and neighbouring landowners to showcase the benefits of grassland and peatland restoration and improve awareness of these important habitats.

## **TASKS AND MAIN DUTIES OF THE POST**

### **1. Coordinate the development and delivery of a comprehensive Management Plan for Glendun Hill Farm, taking a 'Nature Recovery Network' approach to include:**

- Developing, procuring and implementing peatland restoration plans on Glendun's blanket bog:
  - Carry out survey work and ground truthing to refine peatland restoration proposals at Glendun using mobile mapping equipment and GIS.
  - Develop procurement documentation for peatland restoration and works access.
  - Ensure compliance with health & safety / legislative requirements e.g. CDM Regulations, consents etc.
- Work with other Ulster Wildlife teams to facilitate the implementation of other habitat restoration works at Glendun Hill Farm:
  - Develop a plan for biodiversity and carbon enhancement measures with other Ulster Wildlife team members and relevant external stakeholders.
  - Liaison with the site grazier to ensure optimal conservation grazing.
- Developing, procuring and implementing site infrastructure works at Glendun Hill Farm:
  - Assessment of current farm infrastructure e.g. buildings, livestock facilities, fencing etc.
  - Scope out upgrades to site access e.g. for machinery and vehicle access.

### **2. Community Engagement**

- Engage with volunteers and other Ulster Wildlife staff to carry out survey work, invasive species control and other habitat management and maintenance on the site.
- Organise outreach and education events for the local community to generate a connection with Glendun Hill Farm.
- Engage with neighbouring landowners in Glendun to scope out further opportunities for peatland restoration and nature recovery within this important landscape as well as building stable relationships for the future.

### **3. Managing Resources**

- Ensure funders' targets and reporting requirements are met promptly.
- Develop procurement documentation and effectively manage contractors on-site.
- Work with the Nature Reserves Manager to ensure effective budget management.
- Contribute to funding applications to further deliver on the site Management Plan.

## **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.
- Develop strategic partnerships with external organisations.

- 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 qualification in environmental science/ecology/land management subject **AND** at least 2 year's relevant full-time (or equivalent part-time) experience **OR** 4 year's relevant full-time (or equivalent part-time) experience.
2. Good knowledge and understanding of Northern Ireland's biodiversity and the management requirements associated with priority habitats in agricultural environments.
3. Knowledge of grassland and peatland restoration principles.
4. Ability to work regularly over very steep uneven terrains in all weather conditions.
5. Demonstrable experience of building and maintaining effective relationships with landowners and farmers.
6. Demonstrable experience of working effectively as part of a team.
7. Experience of implementing health and safety policies and procedures.
8. Ability to communicate effectively, both written and verbally – with the ability to converse with a diverse range of people at all levels.
9. Effective organisational skills including the ability to plan, manage and prioritise workloads for self and others, meet deadlines, plan and organise meetings.
10. Experience 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 car/vehicle for business purposes (with Class 1 Business Insurance) to allow the post holder to carry out the full requirements of the role and willingness to travel to Glendun Hill Farm, Cushendun regularly - at least weekly.

### **Desirable Criteria**

1. Experience of managing contractors to carry out capital site works.
2. Experience in the use of GIS software.
3. Experience of developing conservation management plans.

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**Issued: June 2026**