

**Director of People &
Operations
Recruitment Pack**



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Contents

Introduction.....	3
About Us.....	4
What we do.....	5
How we're organised.....	8
Strategy.....	9
Financials.....	10
Job Description.....	11
Person Specification.....	14
Application Guidelines	15

Introduction

Dear Candidate

Thank you very much for your interest in the role of Director of People & Operations at Ulster Wildlife.

For over 45 years (est. 1978) we have been protecting wildlife and wild places, both on land and at sea. Ulster Wildlife is Northern Ireland's largest local conservation charity with 14,000 members supported by our 51-strong team of highly committed staff and dedicated volunteer team and Board of Trustees.

The mission of our organisation has never been more critical to the wellbeing of the environment and the community in Northern Ireland. From addressing climate change through nature-based solutions and supporting farmers to deliver for wildlife, to community-based action for wildlife on the ground, we have played a leading role in ensuring the value of nature is recognised and action is taken for it to recover.

We educate, advocate and influence a wide range of stakeholders and funders with a focus on scaling up our work collaboratively in the cause of nature's recovery. We build on our successes, well-represented by our high profile initiatives around improving our populations of barn owls, red squirrels and native oysters or the passing of the NI Climate Change Act. A key to that success is mobilising Northern Ireland's communities in common cause to have a meaningful impact on nature and climate.

We are looking for an individual with an evidenced track record of leading and developing high performing teams, operational delivery and financial management. You will support the Senior Leadership Team in delivering impact across the charity's 'Strategy to 2030' to 'Bring Nature Back' helping to shape organisational culture at Ulster Wildlife, ensuring an inclusive and collaborative working environment and a well-supported, developed and high performing team.

You can read more about the role in this pack and find much more information available on our website at ulsterwildlife.org. If you think you have the experience and motivation to deliver a positive and lasting impact on our environment, our wildlife and our climate, we look forward to hearing from you.



John Witchell
Chair

About Us

We are Northern Ireland's largest local nature conservation charity. Supported by our members and funders, we are working to bring nature back across Northern Ireland, building a wilder future where people and nature are thriving together.

We do this by restoring nature on land and at sea, inspiring local people to take action and demonstrating how nature can help address the climate emergency.

Our three strategic outcomes are:

NATURE: Nature is in recovery and wildlife is thriving across NI

PEOPLE: More people are taking positive action for nature and climate and are benefiting from time spent in nature.

CLIMATE: Nature-based solutions are playing a central role in addressing climate change

From the acquisition of our first nature reserve in 1979, we now manage 850 hectares of land for wildlife, support 500 farmers with advice on environmental protection and influence the management of 50,000 hectares of farmland. We can do all this thanks to the support of 14,000 passionate members, over 100 active volunteers, our 51 staff members, a number of placement students and our dedicated Board of Trustees.

We are proud to be one of 46 independent Wildlife Trusts working across the UK. Together we are the largest grassroots movement standing up for wildlife.



Umbra Nature Reserve © Ronald Surgenor

What We Do

Highlighted below are some of the things we do to help bring nature back. You can get an even better idea of the reach and range of our activities from our [website](#).

We Save Wildlife

Red Squirrels

We are working with landowners, local communities and local red squirrel groups across Northern Ireland to help red squirrels thrive by managing red squirrel habitat, undertaking education and awareness activities, monitoring squirrel populations, and carrying out targeted control of grey squirrels.



© Ronald Surgenor

Barn Owls



We have been working for over 10 years to help barn owls thrive in Northern Ireland, with help from passionate volunteers and landowners who are at the forefront of efforts to save this species. We monitor barn owl populations and distribution through an annual survey, supply nest boxes for barn owls to roost and breed in suitable areas, provide advice to landowners on managing land for barn owls, and record and map public sightings and signs of barn owl occupation, so we can target our conservation efforts.

Hedgehogs

One of the issues we face in Northern Ireland is a lack of data and information on the status of hedgehogs. Since 2021 we have been working on increasing baseline data alongside NUI Galway through the Irish Hedgehog Survey. In addition to this, we provide the public with information, support and advice on helping hedgehogs in their gardens and neighbourhoods.

Native Oysters

The native oyster is a priority species in the UK and Northern Ireland. The discovery of live native oysters in Belfast Lough for the first time in 100 years indicated that the environmental conditions for supporting their recovery were right. We have since established native oyster nurseries in Bangor and Glenarm marinas and Belfast Harbour. Stocked with mature native oysters from Scotland, these will reproduce and release the next generation of oyster larvae, boosting biodiversity and improving water quality. More nurseries are planned over the coming years.

We protect wildlife havens

Our nature reserves cover nearly 850 hectares of land spread across 19 sites that include some of Northern Ireland's most important habitats and species. From a small field in the Glens of Antrim safeguarding a rare plant to a vast expanse of wilderness in the Belfast Hills, our nature reserves are equally important in their conservation efforts.



Slievenacloy © Ronald Surgenor

We facilitate farming for nature



500 farms across Northern Ireland are signed up to Ulster Wildlife's Environmental Farming Scheme (EFS) Group Programme helping to deliver nature conservation at scale across Northern Ireland. This sees us influence the management of up to 50,000 hectares of farmed land, with 14,000 hectares under the EFS agreement. Farmers who sign up can avail themselves of

group and individual mentoring on a range of topics related to farming and wildlife. Our facilitators help farmers understand the application process, the implications for their farm management, and how to maximise wildlife benefits from the scheme – this greatly increases uptake and farmer satisfaction.

We bring people closer to nature

We are passionate about getting people outdoors, connecting with the natural world and inspiring them to act on its behalf. We were founded with a strong focus on education and people are still at the heart of our work today. From outdoor learning programmes and wildlife clubs for kids to training schemes and youth-led environmental projects to wildlife events and hands-on volunteering, we engage thousands of people of all age and backgrounds with nature every year.

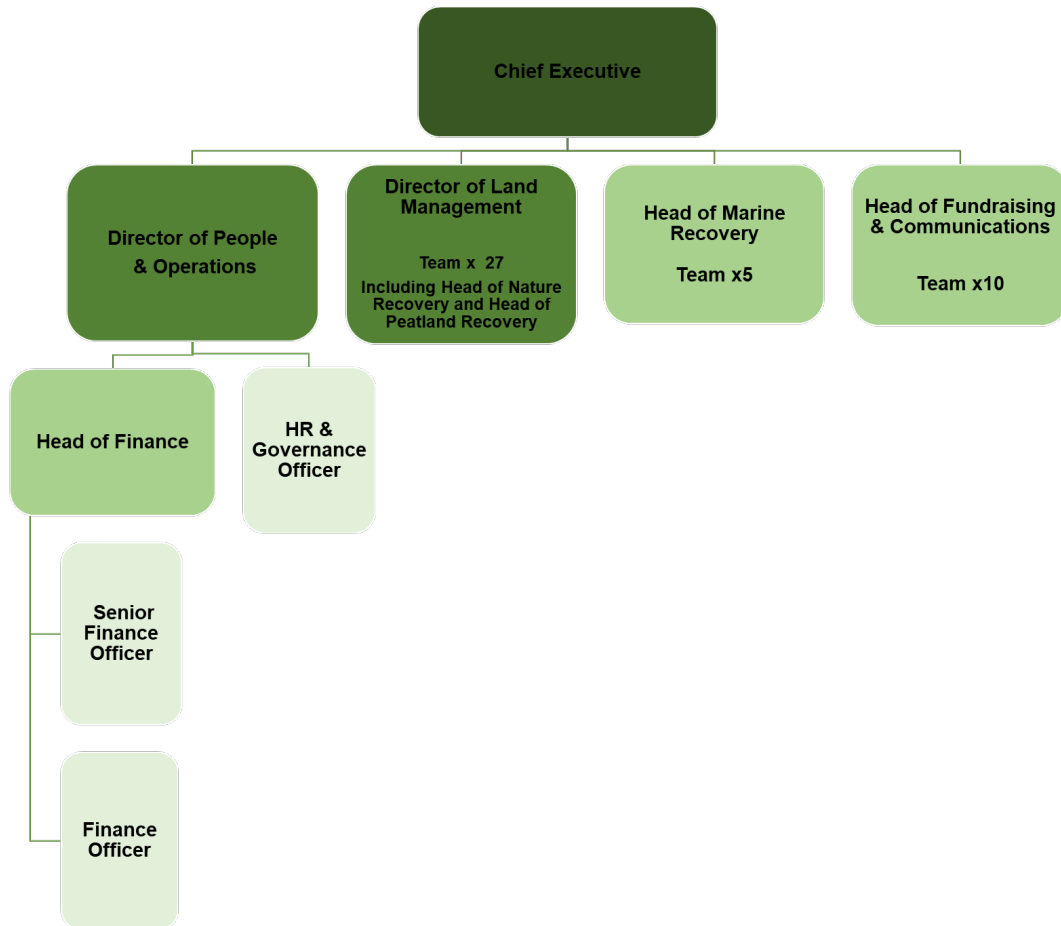


We tackle the climate emergency

For decades, Ulster Wildlife has been working on the ground, across Northern Ireland, to restore nature. We protect and restore important habitats that lock carbon safely away and limit the effects of climate change, including peatland, fens, wetland, grassland and woodland. We are also exploring the role of marine habitat restoration, such as shellfish reefs, saltmarsh and seagrass, which could have great potential to store carbon and help make coasts more resilient to sea level change, erosion and flooding. We've also long called for changes in laws and practice that properly protect and restore nature, including a Nature Recovery Network to map, join-up and restore habitats.



How we are organised



Strategy

Ulster Wildlife launched its 2030 strategy to bring nature back on World Earth Day in 2022. Its vision remains to protect, connect and manage at least 30% of land and sea in Northern Ireland for both nature and people, by building partnerships with individuals, local communities, landowners, farmers and businesses.

If you're reading this online, you can access the [full strategy here](#). Below are some of the key points.

Nature

Outcome 1 Nature is in recovery and wildlife is thriving across Northern Ireland.

Outcome 2: More people are taking positive action for nature and climate and are benefitting from time spent in nature.

Outcome 3: Nature-based solutions are playing a central role in addressing the impacts of climate change in Northern Ireland.

Internal Transformations

Transformation 1: Financing the future

Transformation 2: Building organisational capacity and capability for the future

Transformation 3: Reframing our policy, influencing and advocacy work

Financials

Ulster Wildlife's Annual Report and Accounts for 2023/2024, plus those for previous years can be found [here](#). You can also see a short annual highlights video via the same link.

As an independent charity, our members and donors make our work for nature possible providing financial support to enable us to look after wildlife and wild places and bring people closer to nature in Northern Ireland.

To help us make an even bigger impact, we also receive funding from a wide range of funding streams including statutory (government) funding, charitable trust funding and philanthropic lenders to help support some of our larger projects and areas of work.



Common Guillemots (c) Ronald Surgenor

JOB DESCRIPTION

Role:	Director of People & Operations
Salary:	£49,520 to £53,347. Access to employer's contributory pension scheme - maximum 9% per annum.
Hours:	Full-time hours – 37.5 hours per week. 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 the UK and Ireland. A combination of office and home working will be considered.
Contract:	Permanent. 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:	Chief Executive Officer
Other benefits:	Health cash-back plan, flexi-time system and onsite parking.

OVERVIEW

As a key member of the Senior Leadership Team (SLT), you will develop and manage the operational processes, policies, and systems necessary to support an effective, impactful, growing organisation.

You will lead the day-to-day smooth operations of the charity and ensure compliance with statutory requirements, including finance, HR, health and safety, data protection, governance and IT & digital.

You will support the Senior Leadership Team in delivering impact across the charity's 'Strategy to 2030' to 'Bring Nature Back' helping to shape organisational culture at Ulster Wildlife, ensuring an inclusive and collaborative working environment and a well-supported, developed and high performing team.

You will uphold the core values of Ulster Wildlife. We act with passion, are hard-working, and with a love of nature. We operate with integrity and with a respectful and inclusive attitude to all our partners and supporters.

You will also work closely with the Chief Executive in coordinating governance and partnership working with the charity's Board of Trustees.

DUTIES OF THE POST

Strategic & Operational Human Resources Management

- Develop our approach to recruiting, inducting, supporting, reviewing, developing and training our people and support and coach our people managers to excel at this.
- Lead on the development and implementation of all HR policies and processes and advise on HR issues, using external advice as necessary.
- Supporting the CEO in reviewing recognition and reward packages for staff, ensuring that Ulster Wildlife is an employer of choice in the environment sector.
- Develop and refine our approach to hybrid working – ensuring systems, processes and culture help this work effectively and enable connection and collaboration across the organisation.
- Lead the development and implementation of our Equality, Diversity & Inclusion strategy and plan and report on progress against this. Provide support, advice and guidance to the team, SLT and the Board on EDI.
- Help create an organisational culture which is ambitious, supportive, empowered, collaborative, creative, with a view to learning and continuous improvement.
- Provide 'pastoral care' for all employees with a focus on resilience and well-being.
- Safeguarding lead for the organisation including delivery of safeguarding training, acting as designating safeguarding officer and ensuring all safeguarding procedures are reviewed regularly and fully implemented.

Operational Finances and Procurement Oversight

- Operational oversight of the finance function of Ulster Wildlife, including line-managing the Head of Finance.
- Acting as bank signatory, checking and providing approval on online banking for payments.
- Reviewing and approving monthly payroll on the bank.
- Oversee the preparation of monthly, quarterly and annual management and project accounts.
- Oversee the production of the annual budget for Ulster Wildlife.
- Ensure cashflow is monitored and managed effectively, including the timely submission of grant claims and progress reports to key funders.
- Have oversight for procurement policy and practices in the organisation including securing best value for money and sustainable services and suppliers.
- Ensure statutory submissions are completed eg Annual Report and Annual Accounts, external audit and submissions to Charity Commission and Companies House.
- Oversight of annual insurance renewal process for the organisation.
- Oversight of Ulster Wildlife owned property, equipment and vehicles, ensuring that regular maintenance is completed and asset registers are maintained.

Health & Safety Lead

- Act as main health & safety lead for the organisation including annual review of Health & Safety Policy.
- Monitor and coordinate relevant health & safety training throughout the organisation to ensure compliance with statutory requirements and best practice.
- Write, review and oversee the production of risk assessments for your areas of responsibility.
- Ensure all statutory health & safety inspections, checks and audits are planned, carried out and logged eg fire safety checks, accident log etc.

- Ensure compliance with all health & safety procedures in the organisation including quality assurance of individual team responsibilities.
- Review and update health & safety procedures and policies as required eg lone working policy, child protection policy.

Governance & Board Liaison

- Coordination of organisational governance overseeing the smooth and effective running of the Board of Trustees and Committees with the CEO.
- Lead on coordination of the Governance and Finance Committees – including developing agendas and papers for each meeting.
- Ensure that all statutory requirements are delivered in terms of charity governance and that the charity complies with good governance practices and its articles of association.
- Develop governance policies and procedures as required in conjunction with the CEO and the Board eg the Governance Handbook.
- Coordinate the production of the annual Operational Plan for the organisation including development of key performance indicators and oversee the monitoring of annual progress and reporting to the Board.
- Act as Data Protection Officer for the charity ensuring compliance with data protection policy and procedures.
- In conjunction with the CEO, develop and review business continuity plans for the Charity.
- Play an active role in reviewing and implementing Ulster Wildlife's Strategy to 2030.
- Constructive engagement with the wider Wildlife Trusts movement as required, and relevant to your areas of responsibility.

IT & Digital Transformation

- Strategic lead for the development of appropriate IT provision within the charity including oversight of cyber security and data security.
- Act as operational lead for Ulster Wildlife's digital transformation programme.
- Liaise with external IT Consultants 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 Ulster Wildlife's overall strategy and operational plan.
- Play a proactive and positive role in Ulster Wildlife's team.
- Develop strategic partnerships with other organisations.
- Support the fundraising and communications 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.
- 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

Essential Criteria

1. A Degree level qualification and at least two years' (full-time or part-time equivalent) relevant experience in a management role **OR** a proven track record in a senior management role.
2. Strong planning, prioritisation and execution skills with the proven ability to manage multiple objectives, competing demands and monitor progress and impact through the development of operational plans.
3. Strong leadership skills and a proven track-record of leading and developing high performing teams, and of managing and motivating staff.
4. Excellent written and verbal communication skills, with the ability to engage a diverse range of audiences.
5. Proven influencing, networking skills and the ability to resolve conflict.
6. Experience in writing and delivering policies, reports and presentations for senior audiences and adapting to meet the needs of different audiences.
7. Experience in managing an HR function in an organisation.
8. Significant Financial Management experience.
9. A keen interest in nature conservation.
10. Excellent IT Skills, proficient with Microsoft Office, including Outlook, Word, Excel and PowerPoint.
11. Access to transport for business purposes that will enable the fulfilment of the requirements of the post.

Desirable Criteria

1. Masters or PhD in a relevant subject.
2. Experience of working in the charity sector.

Application Guidelines

Applicants must complete all the application papers – **the use of CVs in any way will not be accepted. An application form can be downloaded from <http://www.ulsterwildlife.org/jobs>**

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.

Completed application and monitoring forms in Microsoft Word format should be returned by email to recruit@ulsterwildlife.org by 12 noon on Monday 11 November 2024. Interviews are provisionally planned for 28 and 29 November 2024.

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.

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.

Canvassing will automatically disqualify.

Ulster Wildlife supports the principles of equality of opportunity.

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.



Ulster Wildlife

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