



## Application Guidelines

### Peatlands Restoration Traineeship Programme Coordinator

Thank you for your interest in the above vacancy. Please see below for the job description and person specification for the post.

Applicants must complete all the application papers – **the use of CVs in any way 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.

**Completed application and monitoring forms in Microsoft Word format should be returned by email to [recruit@ulsterwildlife.org](mailto:recruit@ulsterwildlife.org) by 12 noon on Monday 04 November 2024. Interviews are provisionally planned for week commencing 18 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](http://www.ulsterwildlife.org/privacy-notice).**

## JOB DESCRIPTION

<b>Role:</b>	<b>Peatlands Restoration Traineeship Programme Coordinator</b>
<b>Salary:</b>	£31,064 to £33,428 (Pro rata for part-time hours). Access to employer's contributory pension scheme - maximum 9% per annum.
<b>Hours:</b>	22.5 hours per week. Occasional weekend or evening work may be required.
<b>Location:</b>	Based at either Ulster Wildlife Offices, 10 Heron Road, Belfast, BT3 9LE or An Creagán Centre, Barony Road, Co. Tyrone, BT79 9AB. There will be occasional travel throughout the UK and Ireland. A combination of office and home working will be considered.
<b>Contract:</b>	Fixed-term 01 January 2025 to 30 June 2027, unless renewed. This post is subject to a 6-month probationary period.
<b>Leave:</b>	24 days annual leave per annum plus 12 days statutory holidays, pro rata.
<b>Reporting to:</b>	Peatland Restoration Manager
<b>Responsible for:</b>	Peatland Restoration Trainees x 6 per year.
<b>Other benefits:</b>	Health cash-back plan, flexi-time system and onsite parking.

## OVERVIEW

This part-time role will manage and coordinate the Peatlands Restoration Traineeship Programme. This programme will involve Ulster Wildlife offering twelve, 12-month training placements over two years (six per annum) to provide theoretical knowledge and practical and technical skills that will support peatland restoration in Northern Ireland. Trainees recruited to the programme will develop a wide range of relevant skills ranging from planning for peatland restoration through to delivery and ongoing monitoring. It will also cover habitat and species ID, health & safety considerations and community and volunteer engagement. The training will be delivered by Ulster Wildlife's peatland staff alongside external expertise.

The Programme Coordinator will be responsible for coordination of the day-to-day activities of the project including recruitment, support, and mentoring of trainees; overseeing the development, delivery and review of training plans for each trainee; sourcing and organising training workshops and short-term placements with other peatland delivery organisations and carrying out project evaluations and reporting on an ongoing basis. They will also be responsible for ensuring the project meets its targets, outcomes and budget requirements.

## DUTIES OF THE POST

### 1. Development of Training Plans

- Lead on the development of individual training plans for each trainee at the beginning of each placement.
- Coordinate the completion of ongoing monthly workplans for each of the trainees, liaising with relevant staff across the organisation.
- Liaise with peatlands staff re theoretical and technical training development and delivery.
- Source and book external training for placement trainees as required.

- Develop and deliver elements of generic training to trainees as required e.g. presentations, team working skills.
- Coordinate the completion of training portfolio for each trainee.
- Source short-term placements for trainees with other peatland delivery organisations e.g. members of the Peatlands Technical & Collaborative Network.

## **2. Managing People**

- Lead on the recruitment and selection of trainees with support from HR Officer.
- Act as mentor/line-manager for the trainees while on their placement including regular supervision and support meetings.
- Support trainees through training portfolio development process.
- Ensure appropriate health & safety training and implementation with the trainees.

## **3. Project Management**

- Ensure project delivery on time and within budget.
- Ensure the key activities and impacts of the project work are promoted both internally and externally
- Manage relationships with project funders, stakeholders and partners as required.
- Ensure all funding requirements are met including timely submission of progress reports and claims.
- Coordinate ongoing evaluation elements of project.

## **4. Communication**

- To liaise with Ulster Wildlife communications staff in the identification of potential media and or promotional opportunities relating to the project.
- Contribute to Ulster Wildlife publications as required.
- Represent Ulster Wildlife on partnership and external committees 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 third level qualification and a minimum of 2 year's full-time (or part-time equivalent) experience of working in a training or peatlands conservation environment **OR** 4 years full-time or part-time equivalent experience of working in a training or peatlands conservation environment.
2. Demonstrable experience of supervising and mentoring trainees, staff or volunteers.
3. Demonstrable successful project management experience.
4. An ability to communicate effectively, both written and verbally with a diverse range of people at all levels.
5. Effective organisational skills to include the ability to plan, manage and prioritise workloads, meet deadlines, plan and organise meetings and events.
6. Proven ability to work as part of a team.
7. Demonstrable experience of managing budgets either in a paid or voluntary capacity.
8. High level of computer literacy with a good knowledge of Microsoft Office software
9. Access to transport for business purposes to allow the postholder to carry out the full requirements of the role.

### Desirable Criteria

1. A recognised training, mentoring or assessors qualification.
2. A broad knowledge of Northern Ireland's flora and fauna, and a proven understanding of nature conservation issues, especially peatlands.
3. Experience of working in the voluntary/charity sector.

**This post is funded by the DAERA, NIEA and Shared Island Initiative Peatlands Challenge Fund.**

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**Shared Island Initiative**



**Rialtas na hÉireann  
Government of Ireland**

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