



PEACEPLUS
Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



Rialtas na hÉireann
Government of Ireland



Northern Ireland
Executive
www.northernireland.gov.uk



Administrative Support Officer

This post is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).

CLOSING DATE:

12:00pm

Monday 28 April 2025

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 18 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.

PEACE PLUS PROGRAMME

PEACEPLUS is a new cross-border funding Programme supported by the European Union, the Government of the United Kingdom of Great Britain and Northern Ireland, the Government of Ireland, and the Northern Ireland administration.

The Programme is designed to support peace and prosperity across Northern Ireland and the border counties of Ireland, building upon the work of the previous PEACE and INTERREG Programmes.

The programme has been divided into six themes and 22 investment areas. Each new programme aims to address longstanding social and economic challenges which have and continue to impact our communities. Within each theme there are several investment areas - these will have a more specific focus and target specific organisations such as local authorities or community groups.

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 28 April 2025** 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.

ASSESSMENT PROCESS

Following shortlisting, successful candidates will be invited to a face to face interview. The interviews are planned for **Wednesday 14 May 2025**. The interview process will consist of a short test (to assess your use of Microsoft Excel along with an administrative task) 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.

ROLE DESCRIPTION

Role:	Administrative Support Officer
Salary:	£24,023 - £27,983 (pro rata for part time roles). Access to employer's contributory pension scheme - maximum 10% per annum. (Pending Pay Award Approval from April 2025)
Hours:	Part-time hours – 25 hours per week.
Location:	Ulster Wildlife Offices, 10 Heron Road, Belfast, BT3 9LE. A combination of office and home-working will be considered.
Contract:	Fixed term contract to 30 June 2028, unless renewed. This post is subject to a 6-month probationary period.
Leave:	24 days per annum plus 12 days statutory holidays rising to 26 days following three years' service.
Reporting to:	Director of People and Operations
Other benefits:	Health cash-back plan, flexi-time system, free on-site parking.

OVERVIEW

This post is supported by *PEACEPLUS*, a programme managed by the *Special EU Programmes Body (SEUPB)*.

As a key member of the People & Operations Team, the Administrative Support Officer will assist with procurement, record keeping, health and safety compliance and reporting in accordance with the charity's and relevant funders' policies and procedures. They will be required to work to tight, non-negotiable deadlines, assisting with financial processing and reporting, procurement support and other relevant administration duties including bookings and events support. They will work closely with the Director of People & Operations to administer health and safety processes across the organisation.

DUTIES OF THE POST

Finance & Accounting

- Review of purchase orders for completeness and accuracy, match with invoices or receipts.
- Assist with procurement for project spend in accordance with the policies and procedures required by the funder and the organisation.
- Review of project employee and volunteer expense claims against policy, resolving any errors with staff and advising managers when expense claims are available for their review and approval.
- Assist with the preparation of financial claims to funding bodies and auditors as required.
- Assist with monitoring project spend against budgets.

Administration

- Assist with planning and delivery of project meetings and events including booking travel, venues, catering and coordinating attendance records.
- Maintaining relevant statistics for project monitoring and evaluation reporting.
- Maintain asset registers for the projects.

Health & Safety

- Assist with maintaining and storing health and safety and training records.

- Assist with ongoing review of health and safety documentation (including risk assessments) ensuring compliance with current health and safety guidelines.
- Review health and safety activity across teams, maintaining compliance against project and policy guidelines.
- Assist with planning, scheduling and completion of health and safety checks and other related activities.
- Maintain up to date accident register.

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:

- Adhere to the policies and practices of Ulster Wildlife at all times and respect the policies and practices of project partners.
- Play an active role in fundraising for the project and for Ulster Wildlife e.g. through promoting membership.
- 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

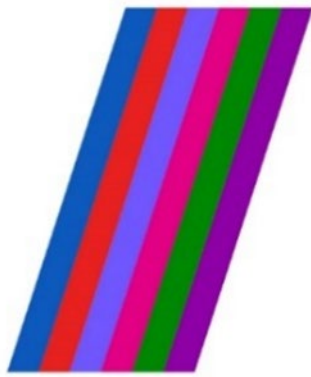
Essential Criteria

1. A minimum of three A-levels (Grades A-C) including Maths or a Finance/Business subject or equivalent relevant Vocational Qualification **AND** at least one year's full-time (or part-time equivalent) experience working in a busy finance or administrative role **OR** two years' full-time (or part-time equivalent) experience working in a busy finance or administrative role.
2. Excellent numerical skills with the ability to achieve a high level of accuracy and work to strict deadlines.
3. Ability to communicate effectively, both written and verbally.
4. Effective planning and organisational skills with ability to meet non-negotiable deadlines.
5. Strong digital skills, including a solid understanding of Microsoft Office (with an excellent working knowledge of Microsoft Excel) and the ability to adapt to new technologies, including AI-based tools.
6. Experience of working as part of a team.

Desirable Criteria

1. Experience monitoring and managing compliance of health and safety activities across multiple teams and locations.
2. Experience of working in the voluntary/charity sector.

Issued: April 2025



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