



# Conservation Officer

## Magilligan and Ballykinler

This post is funded by MOD and via the Carrier Bag Levy by the Department of the Agriculture, Environment & Rural Affairs.

Funded via the Carrier Bag Levy by:



### CLOSING DATE:

12:00pm

Wednesday 23 April 2025

Ulster Wildlife  
McClelland House  
10 Heron Road  
Belfast  
BT3 9LE  
02890 454094  
[recruit@ulsterwildlife.org](mailto:recruit@ulsterwildlife.org)  
[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 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](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 Wednesday 23 April 2025** 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 interviews are planned for **Thursday 01 May 2025**. The interview process will consist of a short knowledge based test 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) or call 07485 329716.

## JOB DESCRIPTION

<b>Role:</b>	<b>Conservation Officer – Magilligan and Ballykinler</b>
<b>Salary:</b>	£28,693 - £30,933 (Pro rata for part-time hours) Access to employer's contributory pension scheme - maximum 10% per annum.
<b>Hours:</b>	Part-time hours – 22.5 hours per week.
<b>Location:</b>	Ulster Wildlife Offices, 10 Heron Road, Belfast, BT3 9LE. There will be regular travel to both conservation sites. A hybrid working arrangement is in place with some days working at the office required.
<b>Contract:</b>	Fixed term to 31 March 2027, with potential for renewal subject to funding. This post is subject to a 6-month probationary period.
<b>Leave:</b>	24 days per annum (pro rata) plus 12 days statutory holidays (pro rata) rising to 26 days following three years' service.
<b>Reporting to:</b>	Head of Nature Recovery in Ulster Wildlife and Ecologist in Defence Infrastructure Organisation.
<b>Pre-employment Checks:</b>	Security Checks will be required. Successful applicant will be required to sign the Official Secrets Act (1989).
<b>Other benefits:</b>	Health cash-back plan, flexi-time system and onsite parking.

## OVERVIEW

To work in partnership with the Ministry of Defence (MOD) in successfully delivering a programme of conservation action on MOD lands at Magilligan SAC and Murlough SAC (Ballykinler) to achieve favourable condition status on both sites. The officer will be employed and managed by Ulster Wildlife in a partnership with the Ministry of Defence.

The post holder will work on the two principal MOD training areas in Northern Ireland, Ballykinler and Magilligan Training Centres, which include almost 1100 hectares of ASSI and SAC between them. They will work closely with staff from Defence Infrastructure Organisation (DIO) to deliver their work. DIO has responsibility for the management of the Defence Estate. This includes delivering government policies for nature conservation, heritage, public access and other elements of rural estate management.

When operating on MOD sites the post holder will be required to conform to DIO processes, operating procedures and security protocols. The successful applicant will require security clearance before taking up the post and this will be arranged by DIO.

## DUTIES OF THE POST

- Development of detailed requirements and specifications for ASSI management works for Magilligan and Ballykinler Training Centres.
- Supervision of contractors delivering conservation management tasks at Magilligan and Ballykinler Training Centres.
- Grazing management advice on the extension of grazed areas, liaison with graziers, stock counts, compliance with ASSI grazing restrictions at both Magilligan and Ballykinler.
- Support MOD to update the Magilligan Conservation Management Plan.
- Support MOD to update Ballykinler Conservation Management Plan.
- Providing briefings on conservation management and ecological sensitivities to military staff.
- Supervision and support to conservation group volunteers carrying out site-based conservation tasks or surveys.
- Carry out regular site monitoring and surveys of ASSI features.

- Monitor and assess the condition of the ASSIs to identify management requirements.
- Liaison with NIEA, other officials and neighbouring landowners / stakeholder mapping for both sites.
- Carry out and/or facilitate species and habitat monitoring on both sites e.g. BBS, moths, marsh fritillary, seal count.
- Carry out walkover surveys to locate the presence of priority and / or invasive species.
- Input into the NIEA management plans at a complete site level for the SACs.
- Undertaking other tasks relating to conservation and nature recovery at either site, as required.

## ORGANISATION WIDE RESPONSIBILITIES OF POST

While every member of Ulster Wildlife 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 they could be expected to take part in. For this post these tasks could support the wider aims and objectives of both Ulster Wildlife Trust and Defence Infrastructure Organisation. These include:

### 1) Strategy

- Participation in the development and implementation of the Ulster Wildlife's overall strategy and operational plan.
- Ensure that advice and recommendations that directly relate to the Defence Estate do not conflict with the main use of the estate for military training.

### 2) Development

- Play a proactive and positive role in the Ulster Wildlife's team.
  - Develop strategic partnerships with other organisations.
1. Assist with public events and fundraising activities outside the Defence Estate, as required.

### 3) Policy and Compliance

- Adhere to the policies and practices of Ulster Wildlife and DIO at all times.
- Respect the policies and practices of project partners.
- Ensure relevant Health & Safety requirements are identified and managed appropriately.

### 4) Training and Development

- Undergo training and appraisal as required.
- Co-operate with and support volunteers and where appropriate supervise them.
- Participate in staff meetings.
- Participate in regular progress meetings with DIO.

### 5) Internal & External Communications

- Ensure that contact with others is of a style and quality consistent with Ulster Wildlife's ethos.
- Ensure that any external communication and publicity material relating to the Defence Estate complies strictly with DIO communication protocols.
- 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 degree-level environmental science or relevant qualification and at least two year's full-time or part-time equivalent relevant experience OR at least four year's full-time or part-time equivalent relevant experience.
- 2) Experience of ecological survey techniques.
- 3) Experience of habitat management work and development of site management plans.
- 4) Broad knowledge of terrestrial ecology in Northern Ireland and understanding of relevant legislation.
- 5) Ability to work closely with landowners/graziers and provide advice both on-site and through the management plans.
- 6) Experience of implementing health and safety policies and procedures.

- 7) Ability to communicate effectively, both written and verbally – effective presentation skills and report-writing skills and the ability to converse with a diverse range of people at all levels.
- 8) Effective organisational skills to include the ability to manage and prioritise workloads, meet deadlines, plan and manage budgets and organise meetings and events.
- 9) Ability to work pro-actively and independently with a results focus.
- 10) Strong digital skills, including a solid understanding of Microsoft Office and the ability to adapt to new technologies, including AI-based tools.
- 11) Access to transport for business purposes which will enable the fulfillment of the requirements of the post.
- 12) Willingness to travel and occasionally work some weekends and evenings.

### Desirable Criteria

- 1) Experience in the use of GIS Software.
- 2) Specific experience of coastal grassland and dune management.
- 3) Project management experience.

Issued April 2025

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