



Job Information Pack



Belfast Hills Woodlands Officer

Expected Date for Interview

15th/16th Oct 2020

(depending on number of applicants)

Guidance Notes on Completing the Application Form

Thank you for requesting an application pack for a job opportunity with Belfast Hills Partnership. In order to ensure that your application is considered you must complete the application form in this pack and return by hard copy or e-mail not later than 1pm **on Monday 5th October 2020.**

Candidates will be selected for interviews only on the basis of the information supplied on this form. It is in your best interest to follow all instructions and complete all necessary sections in a clear and concise manner. Candidates are also expected to keep the above interview date free in their diaries.

All applications must be completed in **BLACK** ink / typescript and **ALL** boxes / questions must be completed. Failure to do so may result in your application not being considered.

You have been supplied with a job description, which sets out the essential and desirable criteria for this job.

When completing this form you are requested to study the criteria and you should **CLEARLY** indicate when your experience or qualifications are relevant to the job specification. If you find that you cannot include all relevant information in the spaces provided you may continue on additional sheets but please ensure these are referred to and securely attached.

If you do not have the qualifications requested but do have an equivalent you must include details of this, clearly demonstrating their equivalency. The panel may not assume you have the qualifications or experience required.

We would envisage that successful candidates to be in post Nov/Dec 2020.

Please do not include a CV.

***Belfast Hills Partnership
9 Social Economy Village
BELFAST , BT17 0XS
Tel: 028 90603466
Email: info@belfasthills.org
Web: www.belfasthills.org***

You will be contacted by us only if you have been shortlisted for interview.

Background Information

The Belfast Hills Partnership (BHP) was set up in 2004 by a range of statutory bodies, interest groups and community representatives concerned about the range of issues facing the Belfast Hills.

The Belfast Hills Partnership operates as an independent not-for-profit company limited by guarantee and has charitable trust status. It has an operational area which covers the uplands to the west and north of Belfast, running from Boomer's Hill and Slievenacloy in the south to Cave Hill and Carnmoney Hill in the north.

The Belfast Hills Partnership as the name suggests brings together a wide range of people. One such partner is the Woodland Trust. The Woodland Trust is the largest woodland conservation charity in the United Kingdom concerned with the creation, protection, and restoration of native woodland heritage. Funding from the Woodland Trust has enabled the role of Belfast Hills Woodlands Officer to be created.

It is the aspiration of the Belfast Hills Partnership and Woodland Trust to promote and create large scale native woodland creation in the wider Belfast Hills area, with partnership working and community engagement central to delivery.

A range of other general information on the work of the Belfast Hills Partnership is available from our website www.belfasthills.org.

JOB DESCRIPTION



JOB TITLE: BELFAST HILLS WOODLANDS OFFICER

RESPONSIBLE TO: PARTNERSHIP MANAGER

LOCATION: SOCIAL ECONOMY VILLAGE, HANNAHSTOWN, BELFAST

The Belfast Hills Partnership and the Woodland Trust are seeking to employ a Belfast Hills Woodlands Officer to spearhead an exciting Woodland creation project within the wider Belfast Hills area.

MAIN TASK:

To be responsible for the promotion and creation of native woodlands and hedgerows across the Belfast Hills area. This will include large scale tree planting, Woodland Trust MOREwoods, riparian planting, tree nursery development, ash die back mitigation and planting work with local farmers/businesses. Partnership working and community engagement are central to delivery.

SPECIFIC TASKS:

1. To work with Belfast Hills Partnership and Woodland Trust staff to identify and cultivate prospective partners/landowners who have land suitable for tree planting; creating opportunities to expand tree cover in the Belfast Hills area.
2. To achieve woodland creation, riparian planting and contact targets as set by the line manager and strategic plans.
3. To work with public bodies, private landowners and businesses to encourage & assist in woodland creation on their land. Including drawing up planting and maintenance plans.
4. To manage contractors and volunteers out on remote sites, along with budgets, timescales etc. of tree planting projects in the Belfast Hills.
5. To collate monitoring information on programme activity and its effects as required. Keep records and produce reports for the Partnership and funders as required.
6. To prepare funding/grant applications by the Belfast Hills Landscape Partnership and Woodland Trust where required.
7. To represent the Belfast Hills Landscape Partnership and Woodland Trust through presenting information (oral and written) about the work of the Partnership at meetings and events as required.

8. To maintain good relationships between the Partnership and its members and promote the work of the Partnership.
9. To work with schools, community groups and volunteers delivering tree planting and woodland invasive species control initiatives.
10. To assist in the overseeing of the tree nursery and associated volunteer management.
11. To work with other staff and volunteers to carry out any other duties required for the effective operation of the Partnership and its projects.

QUALITIES REQUIRED

The Belfast Hills Partnership is seeking to employ a self-motivated, results driven, professional individual who will form part of our dynamic team. This individual needs to be able to build positive relationships while being creative and able to adapt to changes.

ESSENTIAL CRITERIA:

1. A minimum of two years relevant experience in developing native woodland designs for conservation and/or economic objections along with woodland creation and maintenance.
OR A third level qualification in one or more of the following: forestry, countryside management, environmental science or environmental management, agriculture, plus one year's relevant experience in successfully carrying out developing native woodland designs, creation and maintenance as highlighted in Criterion 1 above.
2. A minimum of 5 GCSE passes or equivalent including English and Maths.
3. Proven ability to achieve delivery through others e.g. farmers/landowners, contractors, volunteers, professional consultants, project staff and community groups.
4. Previous experience of project planning, preparing reports, cash flow forecasts, collating monitoring information and keeping records. Ensuring value for money.
5. Previous experience of successfully filling out funding applications.
6. The ability to manage projects and contractors in the Belfast Hills in rough terrain and remote locations.
7. Good communication skills.
8. Must be proficient in using computers.
9. The ability to work evenings, weekends and occasional overnight stays as required.
10. A full driving licence and access to a suitable means of transport to fulfil the requirements of the post.

DESIRABLE CRITERIA:

1. Experience using GIS (Geographic Information Systems).
2. Knowledge of a wide range of woodland creation approaches including agro-forestry, parkland and riparian.
3. A flexible approach and outlook and an ability to bring fresh, imaginative ideas to the job.
4. A good working knowledge of farming practices.
5. Experience in the completion and submission of forestry/woodland grant applications

TERMS AND CONDITIONS:

Length of Contract: 3 years subject to achieving targets, possible extension dependant on funding

Salary: £26,000

Hours: 35

Holidays: 25 days + 12 statutory days

Probationary Period: 6 months

Notice: 3 months

**PRIVATE AND CONFIDENTIAL
APPLICATION FORM**



Job No: Ref 20/03 **Application Number:**

For the post of: **Belfast Hills Woodlands Officer**

- *The completed Application Form and additional materials must be returned by hard copy or email not later than 1pm on Monday 5th October 2020. Applications received by the Partnership after this date and time will not be accepted, nor will faxed applications and/or Curriculum Vitae.*
- *Emailed copies must be addressed to info@belfasthills.org. We will try to acknowledge receipt as soon as possible.*
- *Hard Copy applications must be returned in an envelope clearly marked PRIVATE AND CONFIDENTIAL and addressed to: **The Partnership Manager, Belfast Hills Partnership, 9 Social Economy Village, Hannahstown Hill BELFAST BT17 0XS.***

Personal Details – N.B. this page will not be available to shortlisting panel

Title: Surname:

Forename(s):

Home address:

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.....

Post Code: Telephone No:.....

Mobile:..... Email address :.....

National Insurance Number:

Do you require a work permit to work in the UK? YES NO

Do you consider yourself to have a disability? **Yes** **No** (please tick as appropriate)

If **yes**, is there anything we need to know about your disability in order to offer you a fair selection interview, e.g. car parking facilities, access facilities?

COMPLETE BOTH SIDE

Job No: Ref 20/03 **Application Number**

Present Post

Please give the following details if you are currently employed

Name & Address of Current Employer	Job Title	Brief List of Main Duties

Current Salary..... Date Appointed..... Period of Notice.....

Previous Posts & Experience

Beginning with the most recent post, please list your previous posts.

Name & Address of Employer	Job Title	Duties (briefly) and Reason for Leaving	Dates (Month & Year)	
			From	To

(Please continue on additional sheets if necessary)

Supporting Information

• *We shortlist only on the information which you provide in this application form. You have provided information on your qualifications and employment. You are invited to make a statement in the box below showing specific evidence as to how you meet the other essential criteria outlined in the Job Description. Please state exact duration of any experience and nature e.g. full-time, part-time, volunteer. (Please continue on additional sheets, if necessary).*

1. Experience in developing native woodland designs for conservation and/or economic objections along with woodland creation and maintenance. Include evidence of duration of such work.

2. Experience of achieving delivery through others e.g. farmers/landowners, contractors, volunteers, professional consultants, project staff and community groups.

3. Previous experience of project planning, preparing reports, cash flow forecasts, collating monitoring information and keeping records. Ensuring value for money.

4. Previous experience of successfully filling out funding applications.

5. The ability to manage projects and contractors in the Belfast Hills in rough terrain and remote locations.

6. Good communication skills

7. Proficient in using computers

8. The ability to work evenings, weekends and occasional overnight stays as required.

9. Current and full driving licence and access to suitable means of transport to fulfil the needs of the job.

Please make a statement in the box below showing specifically how you meet the desirable criteria outlined in the Job Description. (Please continue on additional sheets, if necessary).

1. Previous experience of using GIS

2. Working knowledge of a wide range of woodland creation approaches including agro-forestry, parkland and riparian.

3. A flexible approach and outlook and an ability to bring fresh, imaginative ideas to the job.

4. A good working knowledge of farming practices.

5. Experience in the completion and submission of forestry/woodland grant applications

Please Indicate how you became aware of this vacancy.....

Referees

Applicants are required to supply names of 2 suitable referees from current and/or previous employment. Both referees should be able to comment on the ability to carry out the responsibilities of the role. Referees will only be contacted at a final stage of the process.

Name:	Name:
Address:	Address:
Contact Tel No	Contact Tel No
Occupation	Occupation

• Please ensure that you have completed the Equal Opportunities Monitoring Form and return it together with this Application Form in an envelope addressed to the Monitoring Officer clearly marked “PRIVATE AND CONFIDENTIAL”.

Declaration by applicant

The foregoing particulars are complete and correct to the best of my knowledge and belief. I understand that any false information given may result in a job offer being withdrawn or to dismissal and that any offer of employment made by Belfast Hills Partnership is subject to receipt of satisfactory references and/or vetting checks.

I consent to the processing of this information for the purposes of my application, subsequent employment and agree to personal vetting or other such searches being made, as may be necessary, now or in the course of my employment.

Usual signature:

If applying by email you will be asked to sign this prior to any interview offered.

Date:

**Belfast Hills Partnership
9 Social Economy Village
Hannahstown Hill
BELFAST BT17 0XS
Email: info@belfasthills.org**

COMPLETE BOTH SIDE

Job No: Ref 20/03 **Application Number**

EQUAL OPPORTUNITIES MONITORING FORM



It is the policy of Belfast Hills Partnership to ensure that no job applicant receives less favourable treatment on the grounds of race, disability, religious belief, political opinion, gender, marital or family status, sexual orientation or age.

Belfast Hills Partnership seeks the information below which will be treated in the strictest confidence and used for monitoring purposes only.

This sheet will be detached from the application form and will not be made available to anyone other than the Monitoring Officer.

Answer the following questions by ticking the appropriate box:

1. GENDER MALE FEMALE

2. DATE OF BIRTH _____

3. MARITAL STATUS MARRIED SINGLE DIVORCED
LEGALLY SEPARATED

4. PLEASE INDICATE THE COMMUNITY TO WHICH YOU BELONG:

I AM A MEMBER OF THE PROTESTANT COMMUNITY

I AM A MEMBER OF THE ROMAN CATHOLIC COMMUNITY

I AM A MEMBER OF NEITHER THE PROTESTANT NOR ROMAN
CATHOLIC COMMUNITY

5. DO YOU SUFFER FROM ANY DISABILITY OR HEALTH PROBLEM
WHICH IS RELEVANT TO YOUR APPLICATION?

YES NO

NATURE OF
DISABILITY _____

WHAT ADJUSTMENTS, IF ANY, ARE
REQUIRED? _____

6. ETHNIC ORIGIN

BLACK AFRICAN BANGLADESHI BLACK CARIBBEAN CHINESE

INDIAN IRISH TRAVELLER PAKISTANI WHITE MIXED ETHNIC

GROUP OTHER _____

OFFICIAL USE ONLY	Job No.....	Application No.....
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COMPLETE BOTH SIDES Job No: Application Number:....