



Belfast Hills Partnership Information
Outreach Officer (wild Youth Project)



Expected Date for Interview

28th October 2021

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 **12noon on Monday 11th October**.

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.

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. The panel may not assume you have the qualifications or experience required.

The Belfast Hills Partnership reserves the right to hold a reserve list, for a period of approximately 12 months, from this recruitment to fill similar roles which may arise.

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

We do our best to let all candidates know the outcome of their application, however if we have a high number of applications we will only contact those who are being invited to 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.

Its programmes and projects cover a wide range of activities including biodiversity, planning and development, access, heritage and landscape, with related work such as field work and surveys, website development, events and managing volunteers.

The Belfast Hills Partnership was successful in applying to the National Lottery Community Fund for a youth based project called 'Wild Youth'. 'Wild Youth' is an exciting new project jointly run by the Belfast Hills Partnership and Ulster Wildlife. It aims to enrich the mental health, wellbeing and employability of young people through contact with and action for the natural world. The project will focus mainly on young people living in the wider Belfast Metropolitan area. We are seeking to recruit someone to help in the successful delivery of this exciting project.

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



JOB DESCRIPTION

<u>JOB TITLE:</u>	OUTREACH OFFICER (WILD YOUTH PROJECT)
<u>RESPONSIBLE TO:</u>	BELFAST HILLS PARTNERSHIP SCHEME MANAGER
<u>LOCATION:</u>	SOCIAL ECONOMY VILLAGE, HANNAHSTOWN, BELFAST

MAIN TASK: To be responsible for successfully delivering youth engagement activities to 11-25 year olds relating to the local environment.

ABOUT WILD YOUTH

'Wild Youth' is an exciting new project jointly run by the Belfast Hills Partnership and Ulster Wildlife through the support of the National Lottery Community Fund. It aims to enrich the mental health, wellbeing and employability of young people through contact with and action for the natural world. The project will focus mainly on young people living in the wider Belfast Metropolitan area.

KEY AIMS OF ROLE

To be responsible for successfully delivering outreach activities relating to biodiversity, landscape and climate change within the context of the five steps to wellbeing with young people from disadvantaged areas.

To train and inspire older young people to lead environmental education sessions, undertake personal environmental projects and find employment within the Green Sector.

As well as this position with the Belfast Hills Partnership, Ulster Wildlife will also be employing a full time Wild Youth Officer (<https://www.ulsterwildlife.org/jobs>). These two posts will work closely together but will each take the lead on different aspects within the overall Wild Youth programme.

SPECIFIC TASKS

1. To work with Belfast Hills Partnership and Ulster Wildlife staff to create, manage and execute youth engagement programmes in line with the work plan for Wild Youth.
2. To produce educational material for schools and groups, interpretive information and other information/reports/publications including web material relevant to the Wild Youth Project that will inspire young people.

3. To encourage help young people recover from the effects of Covid19 by applying the 5 steps to wellbeing principles through exploration of the natural environment.
4. To mentor young people and challenge their ideas, increase their confidence, so developing experienced, multiskilled young people who can care for their local green spaces and speak up for a more sustainable future environment.
5. To train young people by providing a wide range of training courses including biological surveying, conservation skills, GIS/GPS skills, walking the hills, health & safety etc. Supporting young people to increase their employability within the Green Sector.
6. To provide support to teachers, youth leaders and communities to lead outdoor environmental education sessions.
7. To liaise with site managers, land owners, local communities etc to obtain support for projects. To seek additional funding including inkind support for projects.
8. To be an ambassador for the Wild Youth Project at meetings, school groups and events. This will involve evening and weekend working.
9. To help facilitate and take part in Project Steering Group meetings, ensuring the participation of young people who will make up approx. 50% of the membership of the Steering Group.
10. To monitor project success by recording engagement numbers, gathering feedback, monitoring budgets and writing evaluation reports.
11. To assist in all aspects of putting together regular newsletters, press releases, website info, social media updates etc relating to the Wild Youth Project.
12. To work with other staff and volunteers to carry out any other duties required for the effective operation of the Partnership and its projects.
13. Achieve project deliverables on time and within budget.
14. Build relationships with key stakeholders - internal and external.
15. Manage resources allocated for project delivery
16. Ensure key activities and impacts of the project work are promoted both internally and externally
17. Ensure all funding requirements are met including timely submission of progress reports and claims.
18. Ensure Health and Safety policies, procedures and guidelines are adhered to at all times.

Essential Criteria

Successful candidates will demonstrate all of the following essential criteria:

1. (a). A Third level or equivalent professional qualification in a related subject* **and** 1 years' full-time experience working with young people aged 11-25 yrs undertaking environmental outreach work or environmental education work (paid or voluntary).

or

1. (b) 2 years full-time experience in a post with the primary role of working with young people aged 11-25 yrs undertaking environmental outreach/environmental education work (paid or voluntary).
2. A minimum of 5 GCSE passes or equivalent including English and Maths.
3. Excellent oral and written communication skills.
4. Experience of producing interpretation and/or education materials, outreach programmes.
5. IT Skills such as competency in the use of MS Word, Microsoft outlook, Internet Explorer, Power Point.
6. Experience of leading and/or organising events and walks.
7. A full and valid driving licence and access to suitable means of transport.
8. The ability to work evenings or weekends as required.

* Related qualifications include Environmental Biology/studies, Geography, Biological Science, Environmental Land Management, Sustainable development.

Desirable Criteria

In addition, the following criteria will be desirable from the candidates:

1. Experience of working with young people from disadvantaged areas.
2. Experience of designing and carrying out youth engagement programmes in areas such as biodiversity, landscape, climate change, health, wellbeing
3. Experience of maintaining a website and producing short films for social media.
4. Experience of GIS/GPS use
5. Knowledge and interest in environmental issues relating to the Belfast hills including local wildlife.

N.B. The successful candidate will be expected to undertake an AccessNI check.

Terms and conditions

Length of Contract: 4 years, possible extension subject to funding

Salary: £27,500

Hours: 35

Holidays: 25 days + 12 statutory days

Probationary Period: 6 month

Notice: 2 months

This post is funded by the National Lottery Community Fund



**PRIVATE AND CONFIDENTIAL
APPLICATION FORM**



Job No: Ref 21/04 **Application Number:**

For the post of: **Outreach Officer (Wild Youth Project)**

- *The completed Application Form must be returned by hard copy or email not later than 12noon on Monday 11th October.*
- **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 lizzy.pinkerton@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 Scheme Manager, Belfast Hills Partnership, 9 Social Economy Village, BELFAST BT17 0XS.***

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

Title: Surname:

Forename(s):

Home address:

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 ALL SECTIONS Job No: Ref 21/04 **Application Number:**

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Qualifications

Date (month & year)	Examining Body	Type & Level	Subject	Grade

(Please use additional sheets if necessary)

Further/Higher Education

If you have attended university, polytechnic or college, please give:

Name of establishment	Qualification (Subject & Level)	Dates of study		Date Obtained
		From	To	

Please give details of any other professional qualifications or relevant training

Title of qualification or training	Examining Body	Date obtained

COMPLETE ALL SECTIONS Job No: Ref 21/04 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 sections 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. Relevant experience working with young people aged 11-25 yrs undertaking environmental outreach work or environmental education work (paid or voluntary).

2. Excellent oral and written communication skills.

3. Experience of producing interpretation and/or education materials, outreach programmes.

4. IT Skills such as competency in the use of MS Word, Microsoft outlook, Internet Explorer, Power Point.

5. Experience of leading and/or organising events and walks.

6. A full and valid driving licence and access to suitable means of transport.

7. The ability to work evenings or weekends as required.

COMPLETE ALL SECTIONS Job No: Ref 21/04 Application Number:

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

1. Experience of working with young people from disadvantaged areas.

2. Experience of designing and carrying out youth engagement programmes in areas such as biodiversity, landscape, climate change, health, wellbeing.

3. Experience of maintaining a website and producing short films for social media.

4. Experience of GIS/GPS use

5. Knowledge and interest in environmental issues relating to the Belfast hills including local wildlife.

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.

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 ALL SECTIONS Job No: Ref 21/04 Application Number:

COMPLETE BOTH SIDES Job No: 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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