

Belfast Hills Partnership Information



WOODLAND ENGAGEMENT & VOLUNTEER ASSISTANT

Expected Date for Interview - 7th February 2023

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 **10am on Mon 30th January**.

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 covering biodiversity, planning and development, access, heritage and landscape, with related work such as field work and surveys, website development, events and managing volunteers.

The heritage of the Belfast Hills encompasses a broad range of built and natural heritage including landscape and archaeology, habitat creation and improvement. We want to increase participation of local communities in connecting with, celebrating and protecting their local heritage in the Belfast Hills.

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: **WOODLAND ENGAGEMENT & VOLUNTEER ASSISTANT**

RESPONSIBLE TO: SCHEME MANAGER/WOODLAND OFFICER

LOCATION: SOCIAL ECONOMY VILLAGE, HANNAHSTOWN, BELFAST

MAIN TASK:

To assist in the successfully running of BHP Woodland Environmental Engagement outreach involving local communities, schools and other groups in the Belfast Hills. This will include BHP Volunteer programmes, 1 Million Trees engagement programme and events, engaging local schools and youth groups, recruiting of volunteers, liaising with site managers, writing reports and keeping financial records.

SPECIFIC TASKS:

1. To assist in the production and delivery of educational information, talks and events to schools, groups and the general public as required by BHP and One Million Trees engagement programme. To produce interpretive information and other information/reports/publications/press releases including web material relevant to the Belfast Hills.
2. To promote volunteering opportunities for and help manage and deliver volunteer groups programmes in the Belfast Hills, liaising with the various site managers, landowners etc regarding tasks to be undertaken. Maintain quality standards including Investing in Volunteers. Ensure that volunteering information is produced and made available in web based and paper forms.
3. To maintain records of individuals involved, hours worked, tasks carried out, associated finances etc. To report these back on a regular basis to funders, line managers etc as required.
4. To ensure that any BHP policies such as Volunteer Policy, Safeguarding Policy and Health & Safety practices are adhered to. Compile and implement risk assessments relevant to activities.
5. To coordinate or assist with seminars, workshops and indoor or outdoor events.
6. To work with other staff and volunteers to carry out any other duties required for the effective operation of the Partnership and its projects.

ESSENTIAL CRITERIA:

1. The successful candidate must have at least one year's experience in practical countryside management, AND have six months' experience in managing volunteers and outreach/education work (paid or voluntary).
2. A minimum of 5 GCSE passes or equivalent including English and Maths.
3. Experience of carrying out a range of outdoor tasks and activities e.g. tree planting, path maintenance, drainage & pond work, survey work, use of power tools.
4. The ability to lead groups over rough terrain and remote locations.
5. Excellent oral and written communication skills.
6. Excellent organisational abilities including the ability to record and maintain information using MS Word, Excel, Outlook, PowerPoint etc.
7. Available to work weekends and out of office hours.
8. Current Driving Licence and access to suitable means of transport to fulfil the needs of the job.

DESIRABLE CRITERIA:

1. Previous experience of working with farmers or community groups, or outdoor recreation groups or an organisation with a countryside or nature conservation interest.
2. Previous experience managing volunteers as a main part of their work including training and Health & Safety.
3. Experience of producing interpretation and/or education materials, outreach programmes
4. Experience in carrying out field survey work e.g. biological, archaeological, GPS/GIS technology.
5. Flexible approach and outlook and an ability to bring fresh, imaginative ideas to the job.
6. Current pesticides PA6A qualification and First Aid qualification.

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

TERMS AND CONDITIONS:

Length of Contract: May 2024

Salary: £20,560 pro rata

Hours: 21 hours per week for 6 months of the year corresponding to planting season (November – April), zero hours for other 6 months

Holidays: 25 days and 12 statutory days

Probationary Period: six months

Notice: two months

**PRIVATE AND CONFIDENTIAL
APPLICATION FORM**



Job No: Ref 23/01 **Application Number:**

For the post of: **WOODLAND ENGAGEMENT & VOLUNTEER ASSISTANT**

- *The completed Application Form must be returned by hard copy or email not later than 10am on Mon 30th January.*
- ***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 jim.bradley@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 23/01 **Application Number:**

Present Post

Please give the following details if you are currently employed

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

(Please continue on additional sheets if necessary)

COMPLETE ALL SECTIONS Job No: Ref 23/01 Application Number:

5. Flexible approach and outlook and an ability to bring fresh, imaginative ideas to the job.

6. Current pesticides PA6A qualification and First Aid qualification.

COMPLETE ALL SECTIONS Job No: Ref 23/01 Application Number:

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 23/01 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 OTHER

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.....

COMPLETE BOTH SIDES Job No: 23/01

Application Number:....