

Belfast Hills Partnership Information

HILLS CONSERVATION OFFICER

Expected Date for Interview

25th April 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 **12 noon on Friday 24th March**.

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.

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: **HILLS CONSERVATION OFFICER
(Part Time / Job Share)**

RESPONSIBLE TO: BELFAST HILLS PARTNERSHIP MANAGER

LOCATION: Social Economy Village Hannahstown Hill

MAIN TASK:

To be responsible for developing and managing the Partnership's nature and landscape conservation programmes as well as liaising on practical issues with relevant staff in funding and partner organisations.

SPECIFIC TASKS:

1. To be responsible for the partnership's conservation, biodiversity, landscape enhancement and visitor/recreation management programmes.
2. To prepare funding applications by the Belfast Hills Partnership where required.
3. To create, manage and execute regular biodiversity events and training plus other events for the Partnership, working closely with other BHP staff.
4. To be responsible for monitoring/recording of the expenditure of Partnership monies during the course of assigned environmental projects and for preparing reports to the Partnership Manager on progress and expenditure.
5. To carry out a range of surveys and to collate monitoring and mapping information on project activities and their impacts as required. This includes maintaining and updating GIS databases.
6. To prepare responses to relevant planning applications, consultations and other documents on behalf of the Belfast Hills Partnership.
7. To manage volunteers in delivering the above and be responsible for the development, implementation and monitoring of health and safety procedures for this work.
8. To maintain good relationships and communication between the Partnership and its members and promote the work of the Partnership.

9. To present information (oral and written) about the work of the Partnership.
10. To represent the Belfast Hills Partnership at meetings and events as required.
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.

ESSENTIAL CRITERIA:

1. At least two years' relevant experience in designing and managing practical programmes of work in at least one of the following areas: nature conservation, agriculture, outdoor visitor management or countryside recreation.
OR A third level qualification in one or more of the following: countryside management, environmental science or environmental management, agriculture, outdoor recreation management, plus one year's relevant experience in successfully managing practical programmes in at least one of the areas highlighted in Criterion 1 above.
2. Previous experience of biodiversity survey work.
3. Previous experience of habitat restoration and improvement.
4. Must be proficient in using computers e.g. GIS, for the preparation of presentations, documents for report writing, information for uploading to a web site and in preparing financial and other monitoring information using spreadsheets.
5. The ability to travel to and around the Belfast Hills area, including remote locations.

DESIRABLE CRITERIA:

1. Previous experience of working with and supporting communities and farmers within development or partnership programmes.
2. A broad knowledge of farming operations and constraints and some understanding of the issues facing landscape management of the urban fringe.
3. A good working knowledge of GIS systems and applications
4. Pesticide Spraying Certificates
5. A full, valid driving licence.

TERMS AND CONDITIONS:

Length of Contract: March 2028 subject to NIEA funding (currently awaiting renewal) and performance. It should be noted that this post is central to the work of the Partnership and has been in place in practice since 2004.

Salary: £ 30,623 pro rata – A proposed Cost of Living Increase is currently being assessed

Hours: Minimum of 4 days per week

Holidays: 25 days + 12 statutory days - pro rata

Probationary Period: 6 months

Notice: 2 months

**PRIVATE AND CONFIDENTIAL
APPLICATION FORM**



Job No: Ref 23/03 **Application Number:**

For the post of: **Hills Conservation Officer**

- *The completed Application Form must be returned by hard copy or email not later than 12 noon on Friday 24th March.*
- **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 Partnership 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 23/03 **Application Number:**

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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 23/03 Application Number:

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 in designing and managing practical programmes of work in at least one of the following areas: nature conservation, agriculture, outdoor visitor management or countryside recreation.

2. Previous experience of biodiversity survey work.

3. Previous experience of habitat restoration and improvement.

COMPLETE ALL SECTIONS Job No: Ref 23/03 Application Number:

4. Proficient in using computers (give examples of programmes used and for what purposes).

5. The ability to travel to and around the Belfast Hills area, including remote locations (include both travel to sites and walking around sites).

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. Previous experience of working with and supporting communities and farmers within development or partnership programmes.

2. A broad knowledge of farming operations and constraints and some understanding of the issues facing landscape management of the urban fringe.

COMPLETE ALL SECTIONS Job No: Ref 23/03 Application Number:

3. A good working knowledge of GIS systems and applications.

4. Pesticide Spraying Certificates.

5. A full, valid driving licence.

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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 23/03 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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