



Background Information

Thank you for your interest in Belfast Hills Partnership (BHP).

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

Environmental Engagement Officer

Guidance notes for completing application form

Thank you for requesting an application pack for the job of Environmental Engagement Officer with Belfast Hills Partnership.

Guidance notes for completing job applications -

1. Applications should be completed in **BLACK** ink / typescript
2. The application form is divided into 4 sections –
 - Qualifications
 - Experience
 - Supporting information
 - Additional information
3. The job description contains details of ‘essential’ and ‘desirable’ criteria. When completing the application form *clearly* indicate how your experience or qualifications meet these criteria.
4. Complete ALL boxes / questions - failure to do so may result in your application not being considered.
5. If you find that you cannot include all relevant information in the spaces provided you may continue on additional sheets, please ensure these are labelled and securely attached.
6. Please do not include CV’s – these will not be considered
7. The closing date for applications is **12 noon on Thursday 23rd March 2023.**
8. Completed applications should be returned by –
 - e-mail to clare.jones@belfasthills.org
 - Or hard copy in an envelope marked *PRIVATE AND CONFIDENTIAL* to:
Scheme Manager, Belfast Hills Partnership, 9 Social Economy Village, BELFAST BT17 0XS
9. Candidates will be selected for interview based on the information supplied on the application form.
10. Date of interviews – **Thursday 27th April 2023.**
11. 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.
12. Applicants will be advised of the outcome of their application.

Environmental Engagement Officer – Job Description

JOB TITLE: ENVIRONMENTAL ENGAGEMENT OFFICER

RESPONSIBLE TO: Scheme Manager/ Woodland Officer

LOCATION: Social Economy Village, Hannahstown Hill, Belfast

MAIN TASKS: To lead on the management and delivery of (1) Belfast Hills Volunteer Programme and (2) Environmental Engagement Programmes with local communities, schools, youth groups and others within the Belfast Hills.

SPECIFIC TASKS:

Volunteering

1. To lead in the management and delivery of the Belfast Hills Volunteer Programme including -
 - Promoting volunteering opportunities
 - Liaising with site managers and landowners regarding tasks to be undertaken.
 - Maintaining quality standards including 'Investing in Volunteers'.
 - Ensuring volunteering information is produced in web based and paper formats.
 - Maintaining records of individuals involved, hours worked, tasks carried out, associated finances etc.
 - Reporting on a regular basis to funders, line managers etc.
 - Actively supporting volunteer and community groups with establishment, training & development, particularly in association with the Million Trees Project
 - Ensuring that the Volunteer Policy, Safeguarding Policy and Health & Safety practices are adhered to and up to date.
 - Compiling and implementing risk assessments relevant to activities/ sites.
 - Managing the volunteer and engagement assistant(s).



Environmental Engagement Officer – Job Description continued

Million Trees Project

2. To lead in the management and delivery of the Million Trees Project's community engagement programme including schools, community and corporate tree planting events.
3. To plan and delivery woodland creation and enhancement workshops and events.
4. To produce good practice woodland creation and enhancement guides.

Other

5. To produce interpretive information and other information/reports/publications/press releases including web material relevant to the Belfast Hills.
6. To organise, coordinate and run seminars, workshops, indoor or outdoor events.
7. To work with other staff and volunteers to carry out any other duties required for the effective operation of the Partnership and its projects.
8. Writing reports and maintaining financial records as required.

Environmental Engagement Officer – Essential & desirable criteria

ESSENTIAL CRITERIA:

The successful candidate must have –

A minimum of -

1. One year's experience in practical countryside management (paid or voluntary).
2. 6 months' experience in organising, managing and delivering volunteer programmes including training and Health & Safety
3. 6 months experience in outreach/education work (paid or voluntary).
4. 5 GCSE passes or equivalent including English and Maths.

Experience of -

5. Carrying out a range of practical outdoor tasks and activities e.g., tree planting, path maintenance, drainage & pond work, survey work, using power tools.
6. Leading groups and working in rough terrain and remote locations.
7. Planning and delivery of community engagement programmes.

Excellent -

8. Oral and written communication skills.
9. Organisational skills including the ability to record and maintain records using MS Word, Excel, Outlook, PowerPoint etc.

Other

10. A current full driving licence and access to suitable means of transport to fulfil the needs of the job.

The postholder must be available to work weekends and out of office hours as required.

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. Good working knowledge and experience in tree planting, woodland creation or woodland enhancement works
3. A strong interest in local environmental/ conservation issues.
4. Experience of producing interpretation and/or education materials, outreach programmes
5. Experience in carrying out field survey work e.g., biological, archaeological, GPS/GIS technology.

6. Flexible approach and outlook and an ability to bring fresh, imaginative ideas to the job.
7. Current First Aid qualification.
8. Current pesticide licence – PA1 & PA6
9. Trailer licence

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

TERMS AND CONDITIONS:

Length of Contract: April 2023 -May 2024 - possible extension subject to funding.
(This post is central to the work of the Partnership and has been in place since 2004).

Salary: £23,560
(A cost-of-living increase in currently being assessed).

Hours: 35 hours per week

Pension: Yes *(Royal London)*

Holidays: 25 days and 12 statutory days *(public holidays)*

Probationary Period: 6 months

Notice: 2 months



Environmental Engagement Officer – Application form

PRIVATE AND CONFIDENTIAL

Job No: Ref 23/04 Application Number: _____

For the post of: Environmental Engagement Officer

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

Personal Details

Title: _____ Surname: _____

Forename(s): _____

Home address: _____

Post Code: _____ 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

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?

Further/Higher Education –University, polytechnic or college

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

Other professional qualifications or relevant training

Including any of the following as contained within the ‘desirable criteria’

- First Aid qualification
- Pesticide licence – PA1 & PA6
- Trailer licence

Title of qualification or training	Examining Body	Date obtained

SECTION 2: WORK EXPERIENCE (paid or voluntary)

Present job – please tell us about your current employment

Name & address of current employer Start date	Job Title P/T or F/T	Brief list of main duties

Current Salary (if applicable) _____

Period of Notice _____

COMPLETE ALL SECTIONS Job No: Ref 23/04 Application Number:

Previous work experience (paid or voluntary) - Beginning with the most recent, please list your previous work experience.

Name & address of employer	Job Title P/T or F/T	Brief list of main duties & reason for leaving	Dates (Month/Year)	
			From	To

(Please continue on additional sheets if necessary)

SECTION 3: Supporting Information – Essential criteria

Please complete this section to highlight how you meet the 'essential' criteria contained within the Job Description. Include details of the duration of the experience and whether it is/ was full-time, part-time, paid or as a volunteer.

Q1 A minimum of one year's experience in practical countryside management (paid or voluntary).

Q2 A minimum of 6 months' experience in organising, managing and delivering volunteer programmes including training and Health & Safety

Q3 A minimum of 6 months experience in outreach/education work (paid or voluntary).

Q4 Carrying out a range of practical outdoor tasks & activities e.g., tree planting, path maintenance, drainage & pond work, survey work, using power tools.

Q5 Leading groups and working in rough terrain and remote locations.

Q6 Planning and delivery of community engagement programmes.

Q7 Excellent organisational skills including the ability to record and maintain records using MS Word, Excel, Outlook, PowerPoint etc.

SECTION 3b: Supporting Information – Desirable criteria

Q8 Please provide any additional, relevant details that highlight how you meet the 'desirable' criteria contained within the Job Description.

Section 3b: Supporting Information – Desirable criteria continued

A large, empty rectangular box with a thin black border, occupying most of the page below the section header. It is intended for providing supporting information related to the desirable criteria mentioned in the header.

SECTION 4: Additional information

How did you hear about 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

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: _____

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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