

Roles and Responsibilities

Keep Northern Ireland Beautiful

General Information

Job Title	Biodiversity Recovery Coordinator
Employed by	Keep Northern Ireland Beautiful
Reporting to	Climate Action and Biodiversity Recovery Strategic Lead
Hours of Business	Flexible business hours 8am-6pm. Core hours 10am-4pm Hybrid working policy (2 days in Belfast Office per week)
Location	Home/Belfast office based
Hours per week	37.5 (see below)
Salary	£29,734
Contract type	Permanent, subject to funding
Applications close	9am 17th July 2024
Interviews	29th July in person in Belfast

Keep Northern Ireland Beautiful is currently trialling a 4-day working week, 30 hours, on full pay, however, please note, this can be withdrawn at any time. For further information please email jobs@keepnorthernirelandbeautiful.org

The Biodiversity Recovery Coordinator (BRC) will work to support the design, implementation and delivery of a range of projects that aim to reverse the loss of biodiversity and improve habitats and ecosystems across Northern Ireland. Working closely with the Biodiversity Recovery Strategic Lead (BRSL) to ensure effective delivery of a range of functions, ensuring all agreed deliverables are completed effectively and on time. Biodiversity Recovery is one of Keep Northern Ireland Beautiful's three key strategic themes and, as such, the BRC's deliverables will encourage connection and collaboration with the suite of Keep Northern Ireland Beautiful's work programmes, whilst exploring new opportunities.

ROLE & RESPONSIBILITIES

DUTIES AND EXPECTED OUTCOMES

As well as coordinating and balancing the resource requirements for a range of activities, the Biodiversity Recovery Coordinator will be required to work closely with the Biodiversity Recovery Strategic Lead in a support role, being agile, organised and solutions focused, whilst being a point of contact on a daily basis for others within KNIB departments.

COORDINATION

- Coordination of resources to deliver agreed project outputs and outcomes on time and within budget, playing a key role in the various stages of project delivery, from planning through to reporting and disseminating key learning outcomes
- Meet all internal reporting requirements
- Administrative tasks, including tracking and monitoring, required to support the overall development and delivery of projects
- When required support with internal and external communications, for e.g., e-newsletters, social media posts, updating of databases
- Support for other KNIB team members on biodiversity topics and projects where possible, including coordinating a range of biodiversity and conservation training.
- In liaison with the BRSL, ensure all health & safety project requirements are met including risk assessments.

PROJECTS

- Work closely with the BRSL in the development of a Biodiversity Literacy Programme.
- Actively work to collaborate and integrate the work on Biodiversity Recovery across the suite of Keep Northern Ireland Beautiful work programmes, i.e., Environmental Education, Public Engagement and Local Environmental Quality activities.
- Engage and maintain positive working relationships with potential project partners, e.g., Councils, schools and businesses, to secure support and assistance in developing and delivering a range of Biodiversity Recovery projects.
- Provide practical support and assist with delivery of outdoor planting, harvesting and other environmental education workshops with a variety of audiences including the Live Here Love Here Network and Eco-Schools Network.
- Keep abreast of projects/initiatives developed in regards to biodiversity loss and explore opportunities for collaboration.

COMMUNICATIONS

- Assist the BRSL in developing responses to consultations and influencing policy and strategy content for a range of bodies.
- To develop and maintain close communications with fellow employees to ensure the maximum flow of information, understanding and ideas.
- Deliver external communications on project elements, through the most appropriate communication channels.
- Support to maintain relevant website pages and coordinate press release activity relating to the Biodiversity Recovery projects.
- Identify and represent Keep Northern Ireland Beautiful on relevant groups and committees and at conferences when required

AUTHORITY

- Commission work only in line with company procedures, always obtaining best value.
- Refer any media interest or potential news stories to their line manager.
- Operate within the organisation's policies and procedures at all times.
- Only commission marketing channels in line with those agreed by the Chief Executive.

This is not to be viewed as an exhaustive list of duties, rather, the key elements of the expected workload of the Biodiversity Recovery Coordinator.

GENERAL INFORMATION

The person appointed will work from our office in Belfast a minimum of 2 days per week and may work from home the rest of the week.

IT support and hardware is provided for all staff to enable them to be efficient and effective in their work.

Keep Northern Ireland Beautiful operates flexible office hours between 8am and 6pm, with core hours between 10am and 4pm. Your normal days of work will be Monday to Friday, but this is an important role in a small organisation and, given the nature of the work, on occasion you may be required to operate outside of your normal working hours.

ENVIRONMENTAL STEWARDSHIP

Keep Northern Ireland Beautiful is a community focussed organisation with a commitment to reducing its impact on the planet. A key approach in achieving this is through Carbon Literacy training for all employees. This programme, delivered in partnership with the [Carbon Literacy Project](#), raises awareness about the climate change challenge that we all face as well as the commitments we can make to behaviour change that will help reduce emissions.

New employees will be expected to attend Carbon Literacy training as part of their induction process and contribute to an ongoing dialogue within the organisation about how we can reduce our carbon impact and improve levels of sustainability.

PERSONNEL SPECIFICATION

Essential

- A relevant third level qualification or at least two years' demonstrable equivalent experience
- At least two-years' experience of leading environmental projects/programme delivery
- Two-years' experience of establishing and maintaining strong and lasting partnerships and effective working relationships with stakeholders, *including* community groups and schools
- Experience of workshop training design and delivery
- Excellent literacy, presentation, social media and IT skills
- Full current driving licence with a suitable means of transport to enable you to carry out the duties and responsibilities (business insurance required for car use).
- Budget management experience.

Desirable

- Staff management experience.
- Practical knowledge of habitat restoration.
- Experience of working within the environmental charity sector

- Ecological/Environmental Management/Environmental Science Professional Qualification

KNOWLEDGE & UNDERSTANDING

Essential

- Sound knowledge (practical and theoretical) of relevant biodiversity issues pertaining to Northern Ireland.
- Knowledge of ecological issues, activities and techniques, including knowledge of plants, habitats, protected, vulnerable and endangered species.
- Experience and understanding of habitat restoration, including tree and hedge planting.
- Good knowledge of climate change issues.

Desirable

- Understanding of community gardening and 'Grow-Your-Own' vegetables and fruit.
- Understanding of organic gardening/farming principles.

PERSONAL QUALITIES

- Ability to be flexible, innovative and problem solving
- Organised and well planned.
- Confident, engaging communicator and presenter to a wide range of audiences
- Happy to work outdoors in a range of locations including beaches, streets and open greenspaces with people from all sectors of society
- Ability to work and lead teams independently across a range of work streams
- Act within the organisational values held by Keep Northern Ireland Beautiful

