

###### INFORMATION PACK FOR CANDIDATES FOR THE POST OF

**AONB Project Officer, Causeway Coast & Glens Heritage Trust**

Dear Applicant

Please find enclosed an application pack for the post of **AONB Project Officer**, which contains the following items:

###### Section 1: Background to CCGHT and the post of AONB Project Officer

###### Section 2: Job Description

Section 3: Essential and Enhanced Criteria

Section 4: Vacancy Application Form

Section 5: Job Competency Form

Section 6: Monitoring Form

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

1. Your application pack contains information about CCGHT, the job vacancy and the person required. You should read this carefully to ensure the job and conditions are suitable.

2. You must complete sections 4 and 5 accurately and return them to CCGHT by the date and time indicated below. You are also asked to complete a monitoring form (section 6).

**3. It is your responsibility to ensure that sufficient information is provided to enable the shortlisting panel to assess your suitability for this post.**

***PLEASE SHOW CLEARLY IN YOUR APPLICATION HOW YOU MEET THE ESSENTIAL AND ENHANCED CRITERIA.***

4. Applications, CVs and attached sheets:

* Applications must be printed out, signed and posted, or emailed to CCGHT.
* Attached CVs **will not** be considered.
* Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.

5. It is the responsibility of the applicant to ensure that sections 4 and 5 are completed and returned to CCGHT **by 12noon on 28th August 2015**.

Your equal opportunities monitoring form (section 6) must also be completed and returned in a separate envelope.

6. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide documentary evidence of their identity for verification.

###### SECTION 1: BACKGROUND TO CCGHT AND THE POST OF AONB PROJECT OFFICER

The Causeway Coast & Glens Heritage Trust (CCGHT) is a public/private/ voluntary sector partnership set up in 2002.The company was granted charitable status in February 2013 and is managed by a Board of 14 Directors, including an independent Chair, 5 advisors and 2 observers, including representatives from local councils, voluntary sector bodies, representative organisations and community networks.

The aim of CCGHT is:

*“To raise awareness of the special qualities of the natural, built and cultural heritage of the Causeway Coast and Glens’ area including the Antrim Coast and Glens, Binevenagh, and, the Causeway Coast Areas of Outstanding Natural Beauty; and, to promote environmental management and sustainable development that aims to conserve and enhance the unique heritage of the area for the benefit of all.”*

CCGHT has responsibility for a large area of Northern Ireland. It covers two council areas – Causeway Coast and Glens and Mid and East Antrim and includes three Areas of Outstanding Natural Beauty (AONB) - Binevenagh, Causeway Coast (including the Giant’s Causeway and Causeway Coast World Heritage Site) and Antrim Coast and Glens. The area has several RAMSAR sites which are internationally importance for their bird life alongside many Special Areas of Conservation (SACs), Special Protection Areas (SPAs) and Areas of Special Scientific Interest (ASSIs).

CCGHT’s area has the longest settlement record in Ireland and therefore has a rich archaeological heritage. It includes over 2,000 listed buildings, 7 conservation areas, including a number of coastal villages and a number of unique settlements. The area’s rich cultural heritage, coupled with its natural beauty makes it a popular holiday destination. The locality includes a number of major retail centres, ferry ports and major population settlements. Both tourism and agriculture continue to be very important economic drivers and play an important role in local people’s livelihoods.

CCGHT has responsibility for promoting environmental management of the area, raising awareness of its unique character and special qualities, while at the same time supporting sustainable development principles which can benefit both visitors and the people who live and work in the area. CCGHT has no statutory powers and as such seeks to work in partnership with a range of statutory and other bodies to achieve its aims and objectives. In addition to influencing strategic direction, CCGHT secures (and at times distributes) funding to assist it to implement and deliver its own objectives. It supports the development of strategies and the delivery of programmes and plans which aim to ensure the long term benefit of the area and to balance this with current economic development in a sustainable manner. The three AONB Management Plans are excellent examples of this.



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**SECTION 2: JOB DESCRIPTION**



JOB DESCRIPTION

|  |  |
| --- | --- |
| **Post Title:** | AONB Project Officer |
| **Employer:** | Causeway Coast and Glens Heritage Trust |
|  |  |
| **Responsible to:** | AONB/WHS/Drifting Apart Project Manager |
|  |  |
| **Reporting to:** | AONB/WHS/Drifting Apart Project Manager, AONB Management Groups |
|  |  |
| **Responsible for:** | the delivery of AONB projects within the Causeway Coast and Glens Heritage Trust area |
|  |  |
| **Direct line management:** | Volunteers and students |
|  |  |
| **Based At:** | Offices of CCGHT, Armoy, Co Antrim |
|  |  |
| **Start date** | As soon as possible following appointment |

**Overall Purpose of the job:**

To deliver specific projects which enhance the identification, protection, conservation, promotion and presentation of the Areas of Outstanding Natural Beauty within CCGHT area.

**KEY DUTIES**

* To liaise with AONB Management Groups and wider stakeholder groups to identify and implement actions which contribute to enhanced conservation and management of the 3 AONBs, including:
  + The development and review the management plans through delivery and review of consultation event
  + The provision of a secretariat service for the AONB management groups
  + Working in partnership with public, private and voluntary sector organisations to ensure successful implementation of the AONB management plans
  + The review, monitoring and evaluation of AONB management plans
* To deliver and coordinate a range of projects which aim to protect, conserve, enhance and promote the AONBs
* To undertake a range of representational duties as required by the Chief Executive and the AONB/WHS/Drifting Apart Project Manager in support of the overall objectives of CCGHT

**CONDITIONS OF APPOINTMENT**

Salary: NJC Scale range £22,937- £24,472 (NJC Scale 6, point 26 - 28) per annum. Pension scheme is available.

Full time until 31st March 2016. There is the potential for this post to be extended, subject to funding.

The normal full-time working week is 37 hours.

Normal working hours will involve some evening and weekend work to meet the needs of the post.

**WORKING ARRANGEMENTS**

The post holder will often be required to work with minimum supervision and will on occasions be required to work in a countryside setting and/ or alone in remote locations.

Although the post will mainly be based at CCGHT Offices, travel to locations throughout the area will be required.

**SECTION 3: ESSENTIAL SHORT-LISTING CRITERIA**

1. Qualified to Degree level, in a relevant field such as environmental sciences, conservation, heritage –natural, built or cultural-, **and** at least 6 month experience in a relevant[[1]](#footnote-1) sector.

**Or**

At least 2 year experience in a relevant[[2]](#footnote-2) sector.

1. A good understanding of environmental management issues and of the key issues and priorities affecting protected landscapes in Northern Ireland, including a sustainable approach in practice to visitor, local communities and environmental management issues
2. Understanding of project management and ability to plan and schedule work to meet strict deadlines
3. Excellent written and oral communication skills
4. All candidates must have a full current driving licence and/or access to a form of transport which will enable the post holder to carry out all duties

**Enhanced** **Short listing Criteria**

The Heritage Trust will short-list only those candidates who appear from the information provided, to meet the essential requirements of this post, and may in some circumstances rely on enhanced criteria for short listing purposes.

Enhanced criteria will be based on the relevant experience being enhanced to 12 month experience in a relevant sector and experience in project management.

So, for example, if a high number of candidates meet the minimum short listing criteria, only those who can demonstrate the enhanced criteria will be shortlisted.

**Please Note:**

It is essential that applicants fully describe in the application form how they meet the experience and qualities sought. It is not appropriate simply to list the various posts that have been held. Assumptions will not be made from the title of posting(s) as to the skills and experience that may or may not have been gained.

**SECTION 4:** **VACANCY APPLICATION FORM**

|  |
| --- |
| **Job Ref No: APO2015** |
| **Application No:** |



* **Please write clearly (type or block capitals)**
* **All information will be treated in confidence and will be used by CCGHT to assess your suitability for the job**
* **Candidates will be short listed on the basis of information contained in this application and checklist**

**The Vacancy**

Job Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you see ad? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nat Ins No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current driving license? Yes / No

Are you a car owner or do you have access to a form of transport which will enable you to carry out the duties of this post? Yes / No

**References**

All offers of employment are subject to receipt of satisfactory written references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post.

|  |  |
| --- | --- |
| **First Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Second Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Have you ever been convicted of a criminal offence? Yes / No

[Exclude convictions which are spent under the

Rehabilitation of Offenders (NI Order 1978)]

**Your Qualifications**

|  |  |  |
| --- | --- | --- |
| Type of Exam (GCSE, NVQ, A Level, Degree etc) | Subject | Grade |
|  |  |  |

Are you currently employed? Yes / No

**Current Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notice Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Previous Jobs** (Start with present or most recent job)

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of Employer | Dates employed & **salary** | Type of Job (give brief description of duties) | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[Please attach additional sheet if required]

**Declaration**

I declare that the information I have given is correct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Section 5: JOB COMPETENCIES |

**Short listing Criteria- Job Competencies**

CCGHT will shortlist for interview only those applicants who appear from the available information to be the most suitable candidates for the post in terms of relevant skills, experience and ability.

It is therefore essential that applicants fully describe how they meet each particular requirement, including relevant timescale/duration (i.e. provide dates), of the Short-listing Criteria and possible Enhanced Short-listing Criteria as provided for on Page 6 of this document**.**

To meet the short-listing criteria, applicants must demonstrate experience and competency in the following areas:

1. **A good understanding of environmental management issues and of the key issues and priorities affecting protected landscapes in Northern Ireland, including a sustainable approach in practice to visitor, local communities and environmental management issues**

|  |
| --- |
| ( Max 250 words) |

1. **Understanding of project management and ability to plan and schedule work to meet strict deadlines**

|  |
| --- |
| ( Max 250 words) |

1. **Excellent written and oral communication skills**

|  |
| --- |
| ( Max 250 words) |

**4. Enhanced Criteria** **–12 months experience in a relevant sector and experience in project management**

|  |
| --- |
| ( Max 250 words) |

**SECTION 6: MONITORING FORM**

**EQUAL OPPORTUNITY RECRUITMENT MONITORING FORM**

CCGHT is committed to promoting equality, diversity and an inclusive and supportive environment for staff, volunteers and families.

In particular CCGHT will seek to ensure that people are treated equitably regardless of their gender, race, ethnic background, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, sexual orientation or other inappropriate distinction.

In order to do this, it is necessary to collect information from all employees and job applicants on the key characteristics which relate to equality and diversity in employment.

The information collected will be used for monitoring purposes under the terms of the Data Protection Act 1998.

**REQUEST FOR INFORMATION**

Post applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_

Post Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender: Female / Male

Disability: Yes / No

You should declare a disability if you perceive yourself as being at a disadvantage in obtaining, keeping or advancing your employment due to a physical, sensory, intellectual, dietary, communicative, psychiatric, allergic, or any other impairment.

Health:

Do you have any medical condition Yes / No

that could significantly affect your performance

of the duties of the post for which you are applying?

If yes, please give details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Religion:

I identify myself as (please tick)

Catholic

Protestant

Other

Nationality – Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethnicity – You are asked to classify yourself in the category, which you feel most nearly describes your origin. If none of the specific groups are suitable please mark the relevant **Other** and **specify your ethnicity**.

I would consider my ethnic origin as – please tick:

White

Mixed

Asian

Black

Chinese

Other Ethnic Background – please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Thank you for your cooperation in completing this form.*

*CCGHT is an Equal Opportunities Employer.*

**Please place this form in a separate envelope marked Monitoring Form and return to CCGHT with completed sections 4 and 5.**

**Please send your completed form (sections 4, 5 and 6) to:**

Carole O’Kane

Corporate Services

Causeway Coast and Glens Heritage Trust

The Old Bank

27 Main Street,

Armoy, Co. Antrim

BT53 8SL

**Or**

carole@ccght.org

**To arrive not later than 12 noon on 28th August 2015**

* **Late applications will not be considered**
* **Applications that are not fully completed will not be considered**
* **CVs will not be considered**

**Candidates shortlisted should ensure they can make themselves available for Interview on 4th September 2015.**

1. environmental sciences, conservation, heritage –natural, built or cultural- [↑](#footnote-ref-1)
2. environmental sciences, education, conservation, heritage –natural, built or cultural- [↑](#footnote-ref-2)