



CAUSEWAY COAST & GLENS HERITAGE TRUST



Delivered by

THE NATIONAL LOTTERY
COMMUNITY FUND

Information pack for candidates for the post of **Tree Nursery Assistant**

Dear Applicant,

Please find enclosed an application pack for the post of **Tree Nursery Assistant**, which contains the following items:

Section 1: Background to Causeway Coast Glens Heritage Trust (CCGHT) and the post of Tree Nursery Assistant. **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 a short listing 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:
 - Completed applications should be emailed to info@ccght.org.
 - 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 **12 noon on Tuesday 28th November 2023**
Your equal opportunities monitoring form (section 6) must also be completed and returned in a separate email or envelope, clearly marked 'Monitoring Form'.
6. Interviews are likely to take place on **Thursday 14th December 2023.**
7. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide documentary evidence of their identity for verification and photocopying.

SECTION 1: BACKGROUND TO CCGHT AND THE POST OF TREE NURSERY ASSISTANT

The Causeway Coast & Glens Heritage Trust (CCGHT) is a public/private/voluntary sector partnership set up in 2002. It is a company limited by guarantee, and achieved charitable status in 2017. It is managed by a Board of 13 Directors and 4 advisors including representatives of local councils, voluntary sector bodies, representative organisations and community networks. The Heritage Trust is managed by the Chief Executive who has a small core staff team (currently 8 team members), supplemented by other staff brought in to deliver specific programmes and projects on a time bound basis.

The aim of the Heritage Trust 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.”

Our objectives are:

- To develop sustainable and effective partnerships
- To raise awareness of the unique and special qualities/character, in both landscape and heritage terms (natural, built and cultural) of the 3 AONBs and their surrounding area
- To deliver an excellent protected area management provision for the CCGHT geographical area
- To ensure best practice in sustainable development principles throughout CCGHT geographical area
- To deliver a sustainable, efficient and effective core activity/management for CCGHT

CCGHT has responsibility for a large area of Northern Ireland covering the council areas of Causeway Coast and Glens and Mid and East Antrim Borough Councils. The area is situated along the coasts of counties Antrim and Londonderry. It includes three Areas of Outstanding Natural Beauty (AONB) - Binevenagh, Causeway Coast (including the Giant’s Causeway and Causeway Coast UNESCO World Heritage Site, Northern Ireland’s only WHS designation) and Antrim Coast and Glens (including Northern Ireland’s only inhabited offshore island – Rathlin Island). It also includes several Ramsar sites which all have international importance for their bird life alongside many Special Areas of Conservation, Special Protection Areas and Areas of Special Scientific Interest.

The Heritage Trust’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 several 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.

The Heritage Trust has responsibility for promoting environmental management of the area, raising awareness of the unique character and special qualities of the area, 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 influence and work in partnership with a range of statutory and other bodies to achieve its aims and objectives. In addition to influencing strategic direction, the Heritage Trust 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.

The Heritage Trust's activities are currently supported through funding from the two Borough Councils, Tourism Northern Ireland and the Northern Ireland Environment Agency (NIEA). Additional project activity is supported through external funding from a number of sources including the National Lottery Heritage Fund, European Union sources, Foundations, etc.

Tree Nursery Assistant

Causeway Coast and Glens Heritage Trust delivers the Binevenagh and Coastal Lowlands Landscape Partnership Scheme, a 5-year (2020-2025) £3.4 million Heritage Lottery Funded project with the vision to "celebrate and connect local people with their unique landscape and heritage to build sustainable and resilient communities." Projects over the five years of the landscape partnership are focused around the themes of the natural environment, defence heritage and the historic environment, outdoor recreation and the local community. The LPS is a partnership between CCGHT, CCGBC, the National Trust, the Woodland Trust, Ulster Wildlife, the MoD, DAERA and local communities.

The Magilligan Tree project is a self-standing project that has evolved from the Landscape Partnership Scheme. The project is based at HMP Magilligan and has the twin objectives of growing native Irish trees for distribution and planting in the local area and assisting prisoners in their rehabilitation prior to release. The project is a partnership between CCGHT, Binevenagh LPS, the Department of Justice and HMP Magilligan and is supported by the other members of the LPS.

SECTION 2: JOB DESCRIPTION



CAUSEWAY COAST & GLENS
HERITAGE TRUST

Title	Magilligan Tree Nursery, Project Assistant
Employer	Causeway Coast & Glens Heritage Trust
Responsible to	Magilligan Tree Nursery Co-ordinator
Reporting to	Magilligan Tree Nursery Co-ordinator
Based at	HMP Magilligan, Point Road. BT49 0LR and Magilligan Field Centre, 375 Seacoast Rd, Limavady BT49 0LF
Job Purpose	To assist the tree nursery co-ordinator with the day-to-day practical running of the tree nursery and management of prison volunteers
Start Date	1 st january or as soon as possible thereafter.

Key Responsibilities

Key Activities

- To assist with seed collections across a range of locations in both parts of Ireland and on occasion to lead on pre-arranged seed collecting sessions.
- To assist with and work unsupervised managing inmates in seed processing.
- To assist with and work unsupervised managing inmates in seed sowing.
- To assist with processing tree orders, managing spreadsheets and assisting with customer invoices.
- Preparing tree order for dispatch
- General nursery tasks including weeding, tree maintenance, cleaning duties to ensure biosecurity measures are met.
- Covering annual leave and managing the operations of the tree nursery in absence of the tree nursery Co-ordinator.

Personal skills/attributes

- Hard working and keen to learn.
- Takes initiative and asks questions.
- Confident and comfortable working within the prison environment.
- Capable of forming friendly but professional relationships with staff, inmates and volunteers.

	Essential	Desirable
Qualifications and experience	Either At least 2 years relevant experience in production horticulture, or similar area of work, at an operational level. Or a third level qualification in one or more of the following: countryside management, environmental science/conservation, geography, agriculture, and at least six months relevant experience working at an operational level.	Level 3 + Horticulture or Agriculture or relevant other qualification (Land management, environmental conservation). Experience of working in a tree or plant nursery business/ organisation growing stock from seed.
	Full drivers' license	
	Strong practical conservation / horticulture / agriculture skills, confidence in completing practical outdoor tasks all year round.	
Knowledge and Skills	Knowledge of native trees and woodland in Northern Ireland	
	Attention to detail, initiative and creativity.	
	Good oral and written communication skills	
	Ability to plan and schedule own work to meet exacting deadlines	
	Excellent IT skills with experience of Microsoft Office	
	Flexible approach to work as evening and weekend duties will be required. A degree of flexibility aimed at meeting the needs of the post will be expected	
	Applicants must have a full current driving licence and access to a vehicle or provide evidence that they have access to a form of transport that meets the need of the job.	

CIRCUMSTANCE

The nature of this post requires full clearance from the Prison Service NI. The CCGHT probation period will be subject to this clearance. The post may require some work outside normal hours. It will also involve travel both within and outside the area for which mileage will be paid. A full driving license and access to personal transport is essential.

TERMS OF APPOINTMENT

Salary:	NJC Scale Range SCP 8 -11 (£24,702 - £25,979)
Term of contract:	The post is full-time and will be contracted to end of March 2025. However, this may be subject to extension if funding is available.
Hours of work:	37 hours per week. Basic hours will be 9.00am – 5.00pm although the nature of the post may require some out of hours work.
Probationary period:	Subject to clearance.

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: TREENURSERY
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 _____

NI 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	Second Referee
Name: _____	Name: _____
Address _____ _____ _____	Address _____ _____ _____
Tel: _____	Tel: _____
Email: _____	Email: _____
Occupation: _____	Occupation: _____
Relationship to you: _____	Relationship to you: _____

Have you ever been convicted of a criminal offence?
[Exclude convictions which are spent under the
Rehabilitation of Offenders (NI Order 1978)]

Yes / No

Previous Jobs (Start with present or most recent job)

Name & Address of Employer	Dates employed	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 fully describe, please give 2 clear examples of your competency in each area.

To meet the short-listing criteria for Job Competencies, applicants must demonstrate experience and competency in the following 4 areas:

1. Strong practical conservation / horticulture / agriculture skills, confidence in completing practical outdoor tasks all year round.

(Max 250 words)

2. Knowledge of native trees and woodland in Northern Ireland

(Max 250 words)

3. Ability to plan and schedule own work to meet exacting deadlines

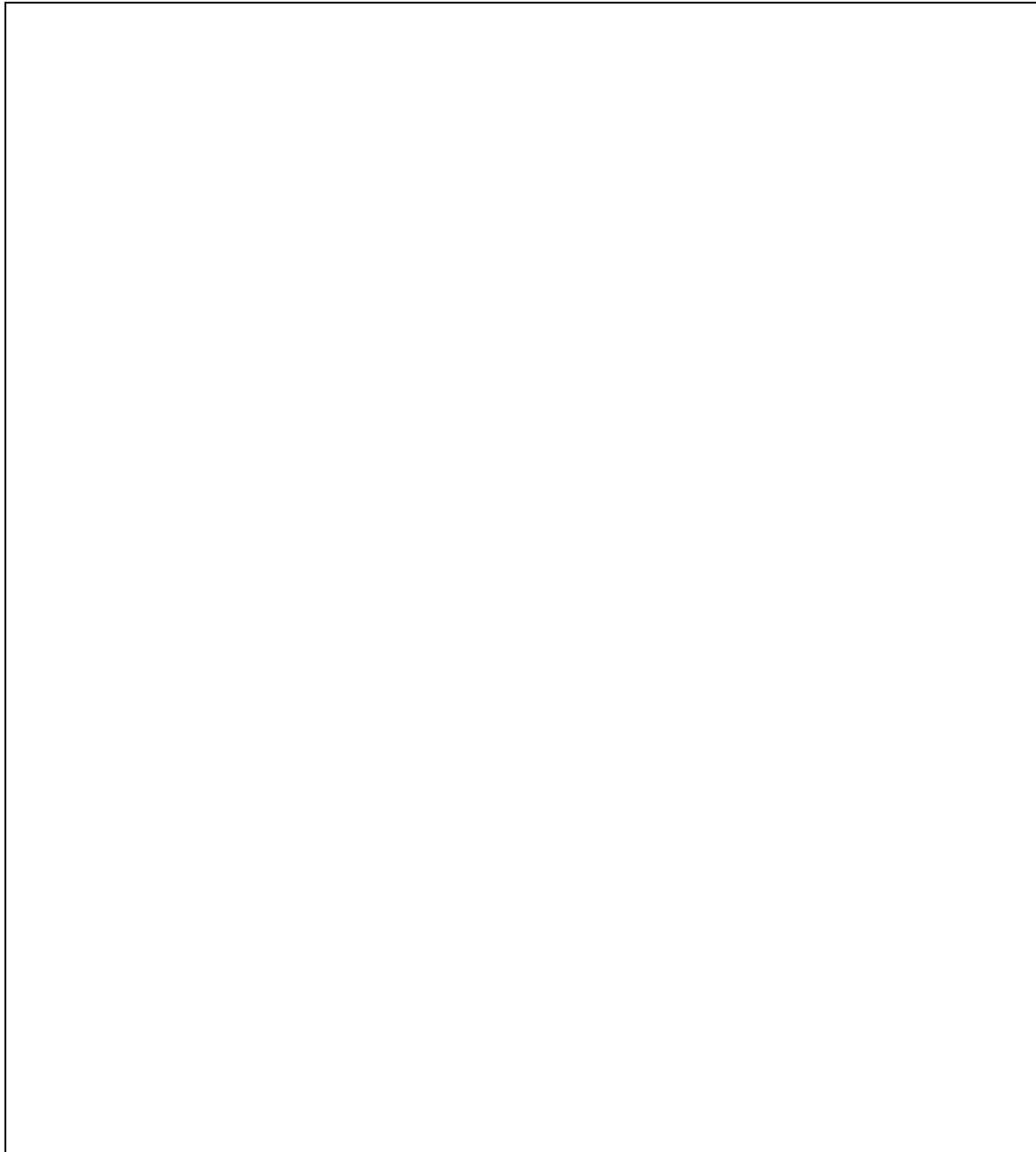
(Max 250 words)

4. Communication – Excellent oral and written communication skills. Ability to operate a range of standard IT software

(Max 250 words)

Enhanced/Desirable Criteria

Experience of working in a tree or plant nursery business/ organisation growing stock from seed.



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

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 that could significantly affect your performance of the duties of the post for which you are applying? Yes / No

If yes, please give details:

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:

Chinese
Indian
Pakistani
Bangladeshi
Other Asian

Caribbean
African

White

Other Ethnic Background – please specify: _____

Signed: _____ Date: _____

CCGHT is an Equal Opportunities Employer.

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

info@ccght.org

For emailed applications the subject line should clearly state: Tree Nursery Assistant *(You will receive a response within 48 hours to confirm that your email has been received. If you don't receive a response it is your responsibility to follow this up.)*

To arrive not later than 12noon on **Tuesday 28th November 2023**

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

It is anticipated that interviews for shortlisted candidates will take place on 14th December 2023.

CCGHT Privacy Notice.

This 'privacy notice' explains how CCGHT uses your personal information, how long we keep it for and if we share it with third parties.

We use the information you provide in your application to manage the recruitment process, to assess your suitability for employment, and, for successful applicants, to enter into a contract of employment.

The information you give us will not be shared with other organisations, except where they are party to the recruitment process (for example, DAERA).

The information you provide on the 'Equal Opportunities Monitoring' section of the Application Form will be used for equality and diversity monitoring. It is not shared with anyone involved in the selection process.

During the recruitment process, we may collect and share additional data to ensure we are complying with our legal obligations, for example, to check your right to work in the UK and for some roles, to carry out a criminal records check. We may also request references from your referees, where you have given us permission to contact them.

If you are successful, the information you provide will form the basis of your employee record and you will then be provided with the CCGHT Staff Privacy Notice within the staff handbook.

We will keep your personal data for no longer than is necessary. More detail on how long we keep different types of information can be found in our Data Protection Policy.

We do not use profiling or automated decision-making processes. This means that people are involved in every decision about you.