



## CAUSEWAY COAST & GLENS HERITAGE TRUST

Information pack for candidates for the post of  
**LEARN Project Assistant, Causeway Coast & Glens Heritage Trust**  
**(Part-Time 18.5hrs/week)**

Dear Applicant,

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

- Section 1: Background to Causeway Coast Glens Heritage Trust (CCGHT) and the post of LEARN Project Assistant
- 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 skills required. Read these carefully to ensure that 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 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](mailto:info@ccght.org).
  - Applications may be printed, signed, posted or delivered to Causeway Coast & Glens Heritage Trust, The Old Bank, 27 Main Street, Armoy, Ballymoney. BT53 8SL.
  - CVs **will not** be considered.
  - Attached sheets will only be considered where there 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 30th July 2025*



**Causeway  
Coast & Glens  
Borough Council**




**PEACEPLUS**  
Northern Ireland - Ireland  
Co-funded by the  
European Union | UK Government  
State of Meibane  
Government of Ireland | Northern Ireland  
Executive

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 week commencing 25<sup>th</sup> August 2025
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 LEARN PROJECT 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 14 Directors and advisors including representatives of the local councils, voluntary sector bodies, representative organisations and community networks. The Heritage Trust is managed by the Chief Executive who has an accomplished staff team of 15 members including core and project staff delivering specific programmes on a time-bound basis.



***“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.”***

The aim of the Heritage Trust is:

By:

- **Delivering a programme of high-quality Protected Landscape Management**
- **Inspiring local communities**
- **Conserving and enhancing the natural, built and cultural heritage in our area**

*While building the foundation of an effective, well-managed and properly resourced organisation.*

For more information visit <https://ccght.org/> and in particular the 2025 Prospectus in the Resources section

[https://ccght.org/wp-content/uploads/2025/06/CCGHT-Prospectus-2025\\_Online-v5.pdf](https://ccght.org/wp-content/uploads/2025/06/CCGHT-Prospectus-2025_Online-v5.pdf)

## JOB DESCRIPTION

<b>Title</b>	LEARN Project Assistant
<b>Employer</b>	Causeway Coast & Glens Heritage Trust
<b>Responsible to</b>	Causeway and WHS Project Manager
<b>Reporting to</b>	Causeway and WHS Project Manager
<b>Based at</b>	The Old Bank, Armoy, BT53 8SL
<b>Employment Status</b>	Part-time (18.5 hours / week) 2-year Fixed Term Contract
<b>Job Purpose</b>	To assist the Causeway and WHS Project Manager with day-to-day practical running of the LEARN project including co-ordinating events and workshops, promotion and reporting.
<b>Start Date</b>	As soon as possible.

### What is LEARN?

LEARN is an SEUPB funded project delivered in partnership with Causeway Coast and Glens Borough Council. The key objectives are to support people to understand and learn about our local natural environment and the many components which make it special. The aim is that people will learn new ways to live alongside the natural environment, whilst developing new ideas and practices on how to keep it best protected through sustainable practices and local initiatives; to include the important role that farmers play in our environment. And to support the transfer of important knowledge and practical information that will help educate local people about how to improve their local natural environment, whilst also learning about sustainability and the action we can take to help to ensure waste is minimised.

### Key Activities of the LEARN Project Assistant:

- To assist with delivery of the LEARN project throughout the Causeway Coast and Glens Borough Council area.
- To facilitate communication among project stakeholders
- To co-ordinate events:
  - promotion - drafting posters using Canva or other in-house design apps; liaising with designers to produce promotional material; liaising with CCGHT Communications Officer to create social media posts, drafting and issuing press releases; capturing relevant images and videos at events.
  - events - booking venues; organising catering; handling participant registrations; dealing with access and photo permission documentation; supporting the efficient running of events on the day; following up with the monitoring and evaluation.
- To administer and file all project documentation including evaluation forms; tender documents; images, communications, media posts etc.
- To prepare information for project reporting using established templates.
- To support the Causeway and WHS team with the claiming process and other administrative tasks.
- To track budgets, keeping records of invoices and financial documents and ensuring these are handed over to the financial department on time. (Note - The Finance and Administrative Officer is responsible for the payment process).
- To support the Causeway and WHS team with any other ad hoc tasks.

**Personal skills/attributes**

- Takes initiative and asks questions.
- Good organisational and time management skills
- Attention to detail, accuracy and problem-solving skills
- Good communication and interpersonal skills
- Confident and comfortable working across multiple events
- The ability to work both independently and as a team member
- The ability to adapt and work flexibly.

<b>Essential</b>	
<b>Qualifications and experience</b>	A minimum of 5 GCSE grades A*-C, Maths and English (or equivalent).
	At least 1 year experience in organising events and recording information for project reporting.
	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.
	Strong organisational skills and confidence in busy, diverse settings.
<b>Knowledge and Skills</b>	Attention to detail, initiative and creativity.
	Good oral and written communication skills.
	Ability to plan and schedule own work to meet 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.

**CIRCUMSTANCE**

The post will require work outside normal hours. It will also involve travel both within and outside of the area for which mileage will be paid. A full driving licence and access to personal transport is essential.

**TERMS OF APPOINTMENT**

Salary:	NJC Scale Range SCP 8 -11 (£25,992 - £27,269 under review) Pro Rata. New employees will start at point 8 on the salary scale.
Term of contract:	The post is part-time and will be contracted for two years.
Additional Benefits:	Salary Sacrifice Pension Scheme - Employer contributions of 6%, employee a minimum of 3% Vitality Health Insurance AIG Life Insurance Work related mileage reimbursement
Hours of work:	18.5 hours per week. Suggested hours are: 9am – 5pm Monday and Tuesday 9am – 12 noon Wednesday. Note the nature of the post will require work outside of these hours. The days are negotiable but as staff meetings are generally held on Mondays all staff are expected to be available. (CCGHT works a Time off in Lieu arrangement)
Probationary period:	All staff are expected to work a 6-month probationary period.

#### SECTION 4: VACANCY APPLICATION FORM



CAUSEWAY COAST & GLENS  
HERITAGE TRUST

- 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: \_\_\_\_\_

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

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

**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 3 areas:

#### **1. Qualifications and Experience**

Demonstrate how your qualifications and experience are relevant to this role

( Max 250 words)



2. **Knowledge and Skills** – Provide examples of how in your past career experience you have demonstrated attention to detail, initiative and creativity.

( Max 250 words)

3. **Communication** – Demonstrate your oral and written communication skills, including ability to write reports, emails, memos and letters by providing examples from your current and past working experience. Demonstrate your ability to operate a range of standard IT software programmes including Zoom, Teams, Microsoft, Canva, Sharepoint etc

( Max 250 words)

**4. Knowledge and Skills:**

Demonstrate your ability to plan and schedule work to meet deadlines.

## 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:

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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:

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:**

The Monitoring Officer

info@ccght.org

**For applications the subject line should clearly state: LEARN Project 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 12 noon on 30<sup>th</sup> July 2025

- 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 in the week commencing 25<sup>th</sup> August 2025

**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.