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Information Pack for the post of

Marine & Coastal Engagement Officer (CMAP - Coastal Monitoring & Adaptation Planning Project)

Dear Applicant,

Please find enclosed an application pack for the post of Marine & Coastal Engagement Officer (CMAP - Coastal Monitoring & Adaptation Planning Project) which contains the following items:

Section 1: Background to Causeway Coast & Glens Heritage Trust (CCGHT)

Section 2: Job Description with Appendix 1

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 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 email to info@ccght.org with the subject line: Marine & Coastal Engagement Officer by 12.00 noon, 30 July 2025
3. It is your responsibility to ensure that sufficient information is provided to enable a shortlisting panel to assess your suitability for this post.
Please show clearly in your application how you meet the essential and enhanced criteria.
4. CVs and attached sheets:
 - 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.
 - Your equal opportunities monitoring form (Section 6) must also be completed and returned under separate cover.

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

Forms must be returned no later than 12.00 noon, 30 July 2025 to: info@ccght.org

SECTION 1: Background to CCGHT

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. It is managed by a Board of 12 Directors, including an independent Chair, advisors and observers, and represents the local councils, voluntary sector bodies, representative organisations and community networks. CCGHT currently employs 16 staff including 12 full time and 4 part-time members across three sites, namely the main office in Armoy, the Binevenagh and Coastal Lowlands LPS office in Magilligan and the Tree Nursery at HMP Magilligan.

Strategic Overview

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 our three Areas of Outstanding Natural Beauty: Antrim Coast and Glens, Binevenagh and Causeway Coast. We will work to promote environmental management and sustainable development designed to conserve and enhance the unique heritage of the area for the benefit of all. It does this 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

For more up to date information visit the CCGHT Prospectus in the resources section of the CCGHT website:

https://ccght.org/wp-content/uploads/2025/06/CCGHT-Prospectus-2025_Online-v5.pdf

Section 2: JOB DESCRIPTION

Post Title:	Marine & Coastal Engagement Officer (CMAP - Coastal Monitoring & Adaptation Planning Project)
Employer:	Causeway Coast and Glens Heritage Trust
Responsible to:	Marine, Coastal and AONB Projects Manager
Reporting to:	Marine, Coastal and AONB Projects Manager, CMAP Local Action Co-ordination Group
Responsible for:	Community engagement to increase awareness of marine and coastal change and climate change impacts, and to develop capacity, tools, and actions to respond and adapt to these
Based At:	Offices of CCGHT, Armoy, Co Antrim with flexibility for remote and home working
Start date	As soon as possible following appointment

Overall Purpose of the job:

To support the delivery of the CMAP project and the aims of CCGHT by delivering (along with CMAP project partners) a programme of engagement with local communities to increase their awareness of marine and coastal change and climate change-related impacts; develop their capacity to respond to these by co-designing tools, and developing and implementing action plans to respond and adapt to these impacts. (See Appendix 1 for details of relevant CMAP deliverables) In addition, the role will also support CCGHT's role as the CMAP 'Local Action Workpackage' (WP3) lead and co-ordinator of 'Local Action' activities by CMAP partners across the (cross-border) project area comprising a range of initiatives to engage communities and citizens in local actions related to coastal and climate change.

KEY DUTIES

- To deliver community and stakeholder capacity building and co-learning activities in partnership with CMAP partners (CMAP deliverables D 3.1.1 and 3.1.6)
- To engage with local communities to co-design and deliver adaptation and management plans and toolkits in partnership with CMAP partners (CMAP deliverables D 3.2.1 and 3.2.5)
- To support co-ordination and experience exchange of community and citizen Local Actions through the CCGHT-led Local Action Co-ordination Group and programme of best practice sharing events
- To support CCGHT's marine and coastal work and engagement activities

Section 3: ESSENTIAL CRITERIA (To be met by applicants shortlisted for interview and tested at interview)

- Educated to degree level in a subject relevant to the marine environment, climate change, environmental management and/or sustainability
- At least three years' experience of working on marine, climate change, environmental or sustainability related issues
- At least three years' experience of direct engagement with local communities and individuals to build their knowledge and capacity and directly involve them in environment-related activities and action
- Strong face to face, written, and online communication skills and experience in public speaking and developing positive working relationships with local communities and members of the public as well as other organisations
- Experience of organising meetings, workshops, and/or training sessions or events
- Competent in the use of MS office packages and online applications such as Teams and Zoom for meetings and online events, as well as social media (e.g. Facebook , Instagram) for external communications.

DESIRABLE CRITERIA (To be used to further shortlist candidates if the number of applicants meeting the essential criteria exceeds what can be reasonably and practically accommodated by the interview process. Also to be tested at interview)

- Educated to postgraduate level in relevant to the marine environment, climate change and/or sustainability
- At least three years' experience of working on large environmental projects in partnership with other organisations
- Experience of reporting progress in delivering project objectives and financial spend

CONDITIONS OF APPOINTMENT

Salary: NJC Scale - Range 19 - 25 – (£31067 - £35235) per annum under review.

New appointees are expected to commence employment at the bottom of the scale.

A salary sacrifice pension scheme is in place in which staff must contribute at least 3%. CCGHT will contribute 6%.

Health Insurance with Vitality

Life Insurance with AIG

The post will be for 44 months with the possibility of extension subject to satisfactory performance and available funding.

The normal full-time working week is 37 hours and 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.

The post will be based at CCGHT Offices, which are currently in Armoy, with flexibility to also work from home some of the time. The successful candidate will also be expected to travel to locations throughout the CMAP project area when required.

Key CMAP Activities & Deliverables for CCGHT

Key CMAP Activities & Deliverables for CCGHT

Activity 3.1 - Education and awareness-raising

Activity 3.1 will comprise a programme of activities to increase awareness of, and develop skills in responding to marine and coastal changes and their impacts, in locations across the Programme Area and through publicly accessible and online channels. The programme will include the following activity delivered by The National Trust, Climate NI, UCC (University College Cork - MaREI), University of Galway, and CCGHT in the locations indicated below -

Community & Stakeholder Capacity Building - around Future Coastal Management, climate change, habitat and species recovery, risk mapping and adaptation planning. Locations: i) Throughout Programme Area. Coastal adaptation planning - Cushendun, Dundrum, Strandhill

Deliverables

D.3.1.1 - Community & Stakeholder Capacity Building

Co-developed coastal capacity building for decision makers and communities supporting the Coastal Forum workplan. This will be developed through workshops including theory and practical sessions at and/or near each of the three selected sites. This will in turn support Central and Local Government, National Trust and other key coastal landholders to work together with decision makers and communities to make better decisions around our future coast.

D.3.1.6 - Community co-learning and capacity building for rocky coast monitoring

Co-learning training sessions for local communities and stakeholders to raise awareness of the issues association with rocky coasts and to develop capacity in citizen monitoring. Three events will be held: one in each of the sites being monitored by GSNI (Mussenden, Cushendun and Kearney).

Activity 3.2 - Co-design & Delivery of Adaptation and Management Toolkits and Plans

This will comprise the co-design and co-delivery of the following coastal adaptation and management toolkits and plans -

- i) a coastal adaptation planning toolkit and community action programme will be co-designed with the local communities in Cushendun, Dundrum and Strandhill with the intention of expansions to other sites in the Programme Area - delivered by NIEL, NT, UCC (Uni of Cork - MaREI), UG (Uni of Galway) and CCGHT
- ii) Coastal Community Adaptation Plans will be co-developed and implemented with the above communities building on the capacity building under Activity 1 and the development of the Coastal Adaptation Planning Toolkit above
- iii) Monitoring toolkit for saltmarsh resilience to sea level rise - led by TCD
- iv) Joint Island Biosecurity Action Plan- led by RSPB

- v) All Island Tern Forum and Joint tern action and adaptation plan

Deliverables

D.3.2.1 - Coastal Community Climate Toolkit

The programme will work with communities in Cushendun, Dundrum and Strandhill to co-design a Coastal Community Climate Toolkit. We will build on best practice e.g. the Climate Adaptation Partnership Framework, developed through the TALX project, and the NIAdapts Adaptation Planning Toolkit. The toolkit will be suitable for climate adaptation planning by all coastal communities in NI & ROI, facilitated through the cross-border Coastal Community Adaptation Advisory Group.

D.3.2.5 - Coastal Community Climate Adaptation Plans & Community Action Programme

The programme will co-design and co-develop Coastal Community Adaptation Plans in target communities (Cushendun, Dundrum and Strandhill), utilising data and evidence gathered in WP1 & WP2 on climate change risks to the coastal communities. Inclusive cross-sectoral stakeholder engagement workshops with both NI and ROI representatives will be facilitated. The project will support NI/ROI-wide Coastal Community Climate Adaptation action plan implementation resourced by community-directed budgets

Activity 3.3 - Co-ordination and Experience Exchange of Community and Citizen Local Actions

In order to ensure the maximum possible impact, learning, and exchange of good practice from the range of Local Actions involving local communities and citizens supported by CMAP across the Programme Area, under Activity 3.3, mechanisms will be put in place to enable delivery partners to review progress, adapt to emerging circumstances and opportunities, and roll out and disseminate best practice in promoting local community/citizen action for coastal and marine adaptation. These will comprise the following -

- i) Local Action Co-ordination Group - The establishment of a Local Action Co-ordination Group bringing together all of the Local Action delivery partners (ie CCGHT - Causeway Coast & Glen Heritage Trust, NT - National Trust, NIEL (NI Environment Link - Climate NI), MaREI/UCC - University College Cork, UW - Ulster Wildlife, UG - University of Galway, TCD - Trinity College Dublin, RSPB (Royal Society for the Protection of Birds), LCC - Louth County Council, NMDDC - Newry, Mourne & Down Council, UU - University of Ulster). This group will meet quarterly to review progress, ensure effective co-ordination of engagement across the Programme Area, and identify opportunities to disseminate best practice within and beyond the Programme Area including through workshops and events.
- ii) Programme of Events to Share Best Practice - The organisation of annual Local Action Workshops and of a large-scale conference for the partnership consortia delivering CMAP and the other projects funded under PeacePlus investment Area 5.2 to share and disseminate best practice and learning

Deliverables

- D.3.3.1 **Local Action Co-ordination Group** - Establishment of Local Action Co-ordination Group meeting quarterly throughout the project period to co-ordinate and support best practice dissemination and exchange

- D.3.3.2 **Programme of Events to Share Best Practice** - Organisation of 4 annual Local Action workshop events and one large-scale conference to share and disseminate best practice and learning
- D.3.3.3 **Coastal Community Adaptation Advisory Group** - An inclusive and collaborative community of practice sharing good practice to build knowledge, action and resilience for coastal communities and seas, including community leaders and practitioners within and beyond the PeacePlus Area boundaries to support the co-development of community adaptation plans and a framework to ensure lessons learnt are relevant within the Peaceplus area and across the Island and Ireland

SECTION 4: VACANCY APPLICATION FORM

- 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 based on the 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 licence? 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

Referees:

All offers of employment are subject to receipt of satisfactory written references. Please provide contact details for two referees. One should be your present or most recent employer, and one should know you in a work capacity and can comment on your suitability for this post. We will only contact referees if you are selected for the 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?

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, from the information provided appear to be the most suitable candidates for the post will be shortlisted. Applicants must fully describe how they meet each requirement, including timescale/duration. Essential and Desirable criteria provided in Section 3.

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

1. Qualifications and Experience:

Tell us about your qualifications and experience demonstrating that you are educated to degree level in a subject relevant to the marine environment, climate change, environmental management and/or sustainability and that you have at least three years' experience of working on marine, climate change, environmental or sustainability related issues

(Max 250 words)

- 2. Demonstrate that you have at least three years' experience of direct engagement with local communities and individuals to build their knowledge and capacity and directly involve them in environment-related activities and action
(Max 250 words)**

- 3. Provide examples of situations when you demonstrated strong face to face, written, and online communication skills and experience in public speaking and developing positive working relationships with local communities and members of the public as well as other organisations
(Max 250 words)**

- 4 Demonstrate with examples that you have experience of organising meetings, workshops, and/or training sessions or events**
(Max 250 words)

5. Desirable Criteria – provide evidence not contained elsewhere in this application relating to how you meet the documented desirable criteria including:

- Educated to postgraduate level in relevant to the marine environment, climate change and/or sustainability
- At least three years' experience of working on large environmental projects in partnership with other organisations
- Experience of reporting progress in delivering project objectives and financial spend (Max 250 words)

SECTION 6:**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.

Post applied for: _____

Surname: _____ Forename: _____

Address: _____

Postcode: _____

Date of Birth: _____

Gender: Female / Male Prefer not to say ☐

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 as

Catholic- Yes/No Protestant- Yes/No Other: _____ Prefer not to say ☐

Nationality: Please specify: _____

What is your ethnicity?

This may be different to your nationality, place of birth or citizenship.

_____ Prefer not to say ☐

*By submitting this form, you confirm that the information you have given is correct.
CCGHT is an Equal Opportunities Employer.*

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.

Declaration

I certify that the above information is correct and understand that any false or misleading information, if proved, may result in no further action being taken on this application, or, if appointed, dismissal from the service of the Causeway Coast and Glens Heritage Trust. Forms not filled in completely may be rejected.

Signature:

Date:

Please send completed forms to: info@ccght.org not later than 12.00 noon, 30 July 2025

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

CCGHT anticipates that interviews will be held week commencing 25th August 2025