FOR OFFICE USE
REF: CCGHTCEO25/____

CAUSEWAY COAST & GLENS
HERITAGE TRUST

INFORMATION PACK FOR CANDIDATES FOR THE POST OF
CEO, Causeway Coast & Glens Heritage Trust

Dear Applicant

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

Section 1: Background to CCGHT and the post of Chief Executive Officer
Section 2: Job Description
Section 3: Essential and Enhanced Criteria
Section 4: Vacancy Application Form
Section 5: Job Competency Form
Section 6: Declaration
Section 7: 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, 5, 6 and 7 accurately and return them to CCGHT by the date and time indicated below.

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:

- Applications must be emailed to info@ccght.org. Emailed applications must be clearly marked 'CEO Post Application' in the subject line.
- 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, 5 and 6 are completed and returned to CCGHT by **5pm on Monday 19th January 2026**

   Your equal opportunities monitoring form (section 7) must also be completed and returned in a separate email/envelope.

6. Under The Immigration Act 2016, all successful applicants must provide documentary evidence of their identity for verification and photocopying.

FOR OFFICE USE
REF: CCGHTCEO25/____

SECTION 1: BACKGROUND TO CCGHT AND THE POST OF CEO

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 12 Directors, including an independent Chair and 3 advisors, 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's area of responsibility covers two council areas – Causeway Coast and Glens Borough and Mid and East Antrim Borough 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 important 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.

CCGHT has a current workforce of 20 full-time and part-time employees based across two offices, the main headquarters in Armoy and an office at Magilligan Field Centre.

Further information can be found on the CCGHT website. Particular consideration should be given to the CCGHT Prospectus which includes a summary of the recently adopted CCGHT strategy and highlights recent developments in the organization including the management of the Dark Hedges, Magilligan Tree Nursery and the Rathlin Environmental Forum.

Currently operating with an annual budget of circa £1,000,000, CCGHT's activities are supported through funding from the Northern Ireland Environment Agency (NIEA), Causeway Coast and Glens Borough Council, The National Lottery Heritage Fund and the EU PEACEPLUS programme

During this present economic climate, CCGHT is facing a number of challenges including:

- Sustaining financial viability
- Maintaining and developing productive partnerships
- Raising the profile of landscapes
- Developing innovative projects that support the aim and objectives of the Causeway Coast & Glens Heritage Trust
- Maintaining good governance and developing policy

It is the role of the Chief Executive to drive, lead and advise the Board of Directors/Trustees to deliver the strategic objectives of the Heritage Trust whilst managing the day-to-day operational function of the organisation.

FOR OFFICE USE
REF: CCGHTCEO25/____

SECTION 2: JOB DESCRIPTION

CAUSEWAY COAST & GLENS
HERITAGE TRUST

JOB DESCRIPTION

Title:	Chief Executive
Employer:	Causeway Coast and Glens Heritage Trust (CCGHT)
Responsible to:	Board of Directors/Trustees of the Causeway Coast and Glens Heritage Trust
Reporting to:	The Chair of the Board of Directors/Trustees
Responsible for:	The performance and management of the Heritage Trust and delivery of the Heritage Trust's Aim and Objectives
Direct line management of:	Causeway AONB/WHS Manager Antrim Coast & Glens & Marine & Coastal Manager Corporate Services Manager Binevenagh LPS Manager Fundraising Manager
Instructions to:	Accountants Auditors Solicitor Human Resources
Presently based at:	Causeway Coast and Glens Heritage Trust The Old Bank, 27 Main Street, Armoy, Ballymoney, Co. Antrim BT 53 8SL
Start date:	As soon as possible following appointment

OVERALL PURPOSE OF JOB

The Chief Executive is responsible to the Board of Directors/Trustees for delivering the overall strategic direction and performance of Causeway Coast and Glens Heritage Trust, with responsibility for providing strong leadership in achieving the Trust's vision, objectives and values. He/she will lead the organisation, promoting an enabling/empowering culture and

effective performance management structure, ensuring continuing organisational development. The Chief Executive will ensure effective governance of the organisation and build strong and productive working relationships with internal and external stakeholders.

Key Responsibilities

- To be Chief Accounting Officer of CCGHT
- To be accountable for the delivery of effective and efficient services across the Heritage Trust
- To ensure effective budgetary controls in the Heritage Trust and to be accountable for the efficient and effective deployment of human, financial and material resources across the Heritage Trust
- To provide advice and guidance to the Board of Directors and to develop the strategic and policy framework for the Heritage Trust to deliver effective services and programmes
- To be responsible for the appointment of staff
- To be responsible for the instructions to the Accountants and Solicitor
- To be responsible for ensuring the Heritage Trust publishes its reports, strategies, management plans and programmes in a timely manner
- To be responsible for effectively managing and monitoring the Heritage Trust's performance
- To promote public awareness of the Causeway Coast and Glens area, including the 3 Areas of Outstanding Natural Beauty (AONB) – Antrim Coast & Glens AONB, Binevenagh AONB and Causeway Coast AONB – the Giant's Causeway and Causeway Coast World Heritage Site (WHS), the family networks of AONBs and WHS and related issues at local, regional, national and international level.
- Work with stakeholders on areas of mutual interest and develop and deliver effective partnership working in both public and private sectors
- To act as principal spokesperson for the Heritage Trust and represent its interest to the public and private sectors and NGOs at home and abroad

Key Activities

- Deliver 'live' three-year Strategy and Business Plan
- Develop new strategic plans and programmes
- Manage and develop staff through staff development and by target setting and regular monitoring
- Identify suitable Board Director/Trustee and staff training opportunities
- Provide the Board with advice on strategic and operational matters
- Provide the Board with regular updates on progress of major programmes

- Ensure the Board and its sub-committees are provided with administrative support
- Maintain accurate financial records, provide regular income and expenditure reports for the Board and provide all information required by the accountants/auditors for the preparation of the Annual Accounts
- Ensure compliance with all legal requirements relating to the operation of the Heritage Trust
- Secure funding and develop new funding sources to allow the Heritage Trust to operate and deliver a programme of works
- Liaise with existing funders and ensure that requirements under funding packages are fully met

  Participate in and represent the Heritage Trust at meetings of protected area management bodies

Terms and Conditions

Salary: NJC scale range SCP 51 - 54 (£63,837 - £67,435)

The post is full time and permanent

A pension contribution of 6% will be made by CCGHT with life assurance of 4x salary

Membership is provided to an occupational health scheme with Vitality Health

The postholder will be located at the Trust's HQ in Armoy. CCGHT follows hybrid working practices and working from home is encouraged.

All reasonable expenses relating to CCGHT activity may be reclaimed.

SECTION 3: ESSENTIAL SHORT-LISTING CRITERIA

1. Qualified to Degree level, in a relevant field such as Business Management, Environmental Sciences; Countryside Management; Conservation; Heritage - natural, built or cultural; Agriculture or Planning.

2. **Hold a recognised qualification in finance, leadership or management**

3. At least 3 years senior organisational development and management experience in a relevant[1] sector handling a minimum annual budget of £500,000.

4. **Demonstration of competency in the following key areas:**

4.1 **Strategy development & implementation** – Significant experience of developing and implementing strategy within a service organisation in the public, private or voluntary sectors, demonstrating strategic and operational planning, performance management, including budget setting, ongoing performance monitoring and reporting.

4.2 **People Management** – Evidence of delivering service outcomes through excellent people management skills - including management of a project led team, the ability to inspire and motivate others and develop a high performing management structure.

4.3 **Governance** - Significant experience of working within sound governance structures and systems, demonstrating an understanding and commitment to the values of the voluntary sector.

4.4 **Developing and managing partnerships** – Significant experience of multi-stakeholder interests, developing and managing effective partnerships to achieve specific outcomes for a complex, multi-faceted service or organisation in the public, private or voluntary sectors.

4.5 **Communication** – Outstanding communication skills, demonstrating the ability to communicate with the Board, funders, media and all stakeholders, and the ability to speak publicly on behalf of the organisation.

5. 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 required level of qualification being enhanced to include a Professional/postgraduate qualification relevant to the function and/or membership of an appropriate professional body and 5 years' experience in a relevant sector.

[1] Relevant sector is defined as Environmental Sciences; Countryside Management; Conservation; Heritage - natural, built or cultural; Agriculture or Planning.

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

FOR OFFICE USE
REF: CCGHTCEO25/____

SECTION 4: VACANCY APPLICATION FORM

CAUSEWAY COAST & GLENS
HERITAGE TRUST

- **Please write clearly in black ink (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 the advertisement for this post? _____

Family Name: _____

Forename (s): _____

Address: _____

_____

Postcode: _____

Home Tel. No: _____

Mobile No: _____

Email Address: _____

Nat Ins No. _____

FOR OFFICE USE
REF: CCGHTCEO25/____

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:
_____	_____

Referees will be contacted when the **successful candidate** has been selected.

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

FOR OFFICE USE
REF: CCGHTCEO25/____

Qualifications

Professional/Postgraduate qualification (if any)	**Subject**	**Grade**	**Year**

Type of Exam (GCSE, NVQ, A Level, Degree etc)	**Subject**	**Grade**	**Year**

[Please attach additional sheet if required]

Membership of Professional Bodies.

Relevant professional registrations or memberships.

If you are registered then please enter the relevant details below; this information will be subject to a satisfactory check.

Professional Body	Membership Status

FOR OFFICE USE
REF: CCGHTCEO25/____

Employment History

Are you currently employed? Yes / No

Current Salary: _____

Notice Required: _____

(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]

FOR OFFICE USE
REF: CCGHTCEO25/____

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 7 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 5 areas:

1. **Strategy development & implementation.** Developing and implementing strategy within a service organisation in the public, private or voluntary sectors, demonstrating strategic and operational planning, performance management, including budget setting, ongoing performance monitoring and reporting.

(Max 250 words)

2. **People Management.** Evidence of delivering service outcomes through excellent people management skills - including management of a project led team, the ability to inspire and motivate others and develop a high performing management structure.

(Max 250 words)

3. **Governance.** Significant experience of working within sound governance structures and systems, demonstrating an understanding and commitment to the values of the voluntary sector.

(Max 250 words)

4. **Developing and managing partnerships.** Significant experience of multi-stakeholder interests, developing and managing effective partnerships to achieve specific outcomes for a complex, multi-faceted service or organisation in the public, private or voluntary sectors.

(Max 250 words)

5. **Communication.** Outstanding communication skills, demonstrating the ability to communicate with the Board, funders, media and all stakeholders, and the ability to speak publicly on behalf of the organisation.

(Max 250 words)

FOR OFFICE USE
REF: CCGHTCEO25/____

SECTION 6: DECLARATION

I declare that the information I have given is correct.

Name: _____

Signature: _____

(An electronic signature will be accepted.)

Date: _____

Canvassing will disqualify your application

Please send your completed form (sections 4, 5, 6 and 7) to:

info@ccght.org

or by post to

Carole O'Kane
Corporate Services Manager
Causeway Coast & Glens Heritage Trust
The Old Bank
27 Main Street
Armoy, Ballymoney
BT53 8SL

To arrive not later than 5pm on Monday 19th January 2026

- **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 week commencing Monday 2nd February 2026

FOR OFFICE USE
REF: CCGHTCEO25/____

SECTION 7: 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:

_____

_____

_____

_____

_____

_____

FOR OFFICE USE
REF: CCGHTCEO25/____

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: _____

Thank you for your cooperation in completing this form.
CCGHT is an Equal Opportunities Employer.

Please return this form as a separate submission marked Monitoring Form and return to CCGHT with completed sections 4, 5 and 6.