**Roles and Responsibilities**

**Keep Northern Ireland Beautiful**

## General Information

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| Job Title | **Biodiversity Recovery Strategic Lead** |
| Employed by | Keep Northern Ireland Beautiful |
| Reporting to | Head of Operations |
| Job Purpose | Influencing policy to aid biodiversity recovery and the management and delivery of biodiversity projects across the organisation. |
| Hours of Business | Core hours 9am - 5pm |
| Location | Bridge House, Belfast/ Home-based |
| Hours per week | 22.5 – 37.5 hours per week (negotiable) |
| Salary  Term | £28,000 (for full-time hours)  Permanent, subject to funding  Interviews due Tuesday 6th December 2022 |

The Biodiversity Recovery Strategic Lead (BRSL) **will design,** implement and manage a range of projects that aim to reverse the loss of biodiversity and improve habitats and ecosystems across Northern Ireland through the development and implementation of projects that deliver high levels of public participation. Biodiversity Recovery is one of Keep Northern Ireland Beautiful’s three key strategic themes and, as such, the BRSL’s deliverables will need to connect with and embed into the suite of Keep Northern Ireland Beautiful’s work programmes, whilst exploring new opportunities. The BSRL will play a key role in influencing policies and strategies relevant to biodiversity recovery in Northern Ireland.

**ROLE & RESPONSIBILITIES**

**PROJECT MANAGEMENT**

* Engage and maintain positive working relationships with potential project partners, e.g., Councils, schools, other eNGOs and businesses, to secure support and assistance in developing and delivering a range of Biodiversity Recovery projects.
* Actively work to collaborate and integrate the work on Biodiversity Recovery across the suite of Keep Northern Ireland Beautiful work programmes, i.e., Eco-Schools; Live Here Love Here and Local Environmental Quality activities.
* Develop projects and secure funding for their delivery.
* Support volunteer networks, such as Adopt A Spot groups in delivering biodiversity projects.
* Keep abreast of projects/initiatives developed in regards to biodiversity loss and explore opportunities for collaboration both internally and externally.
* Produce advisory materials for different audiences on Biodiversity Recovery, including schools, community groups, grant recipients, etc

Advocate and advise on alternative food growing systems as a means of protecting and increasing biodiversity.

Engage with key stakeholders such as All Ireland Pollinator Plan to report on activities and encourage recording through citizen science to relevant UK and ROI databases.

**COMMUNICATIONS**

* Assist in responding to consultations and proposing policies and strategies that enhance biodiversity
* Develop and maintain close communications with fellow employees to ensure the maximum flow of information, understanding and ideas.
* Deliver training to KNIB team members (appropriate to their role) on the importance of protecting and increasing biodiversity.
* Deliver external communications on project elements, through the most appropriate communication channels.
* Maintain relevant website pages and coordinate press release activity relating to the Biodiversity Recovery projects.
* Identify and represent Keep Northern Ireland Beautiful on relevant groups and committees and at conferences.

**ADMINISTRATION**

* Meet all contractual obligations on time and within budget
* Comply with financial management policies and procedures at all times
* Meet all internal reporting requirements.
* Other administrative tasks required to support the overall development and delivery of Biodiversity Recovery projects.

**Authority**

* Commission work only in line with company procedures, always obtaining best value.
* Refer any media interest or potential news stories to their line manager.
* Operate within the organisation’s policies and procedures at all times.
* Only commission marketing channels in line with those agreed by the Chief Executive.

This is not to be viewed as an exhaustive list of duties, rather, the key elements of the expected workload of the Biodiversity Recovery Strategic Lead.

**Person Specification – Biodiversity recovery Strategic lead**

**Qualifications, skills & experience**

**Essential**

* A relevant degree level qualification, e.g., environmental sustainability, agricultural zoology, conservation, horticulture or at least three years’ demonstrable equivalent experience
* Two years’ experience of establishing and maintaining strong and lasting partnerships and effective working relationships with all partners, stakeholders and external organisations
* Two years’ experience of successful project management and hands-on delivery
* Full current driving licence and/or access to a suitable means of transport to enable you to carry out the duties and responsibilities of the post

**Desirable**

* Experience of working in the voluntary and/or environmental sector
* Understanding of/Experience of working with other sectors in Northern Ireland including Local and Central Government and businesses
* Excellent IT skills, with experience of working with MS Office applications, databases, email software and CMS

**Knowledge & Understanding**

**Essential**

* Sound understanding of how engaging people in practical action will help address the biodiversity crisis in Northern Ireland
* Knowledge of the key biodiversity issues in Northern Ireland

**Desirable**

* Sound understanding of developing and implementing projects that address specific aspects of the biodiversity crisis in Northern Ireland; for example, native tree and hedge planting, habitat management, and/or climate breakdown
* Knowledge of teaching people to grow their own food and an understanding of its relevance to biodiversity recovery

**Personal Qualities**

**Essential**

* Excellent interpersonal and assertiveness skills with the ability to communicate positively, creatively, clearly and effectively, orally and in writing to deliver compelling, innovative propositions to decision-makers
* Ability to work effectively both independently and as part of a team, and to perform to a high standard with the minimum of supervision, even when under pressure
* Good negotiation skills, tact and diplomacy and the ability to develop good working relationships with a wide range of organisations and individuals
* Able to critically analyse information and take necessary action to secure the success of a project
* Enthusiasm and flexibility in work patterns
* Ability to represent Keep Northern Ireland Beautiful and our partner’s interests

**General Information**

Your normal place of work will be from the Keep Northern Ireland Beautiful office in Belfast. Please note that the office is closed currently in response to COVID-19 and all staff are working remotely in accordance with government guidance. Ongoing working from home will be considered in line with the company policy. **Travel throughout Northern Ireland may be required on occasion.**

The Keep Northern Ireland Beautiful office is normally open Monday to Friday, from 8am-6pm. Your normal days of work will be between Monday and Friday but some flexibility is required to ensure the effective delivery of the role, which may require working different days/times from time to time.

This is an important role in a small organisation and, given the nature of the work, on occasion you will be required to operate outside of your normal working hours, for example, at evenings and weekends, for which time off in lieu will be given.