



Senior Conservation Officer - Northern Ireland Recruitment Pack

Hours: 18.75 per week (2.5 days)

Contract Type: Fixed term until June 2027

Salary: £18, 673.09 (£37,346.17 FTE)

Location: Hybrid Belfast or homebased with occasional travel across the UK

About Us

Buglife is the only charity in Europe dedicated to the conservation of all invertebrates. We are actively working to save our planet's rarest little animals, everything from bees to beetles, worms to woodlice and jumping spiders to jellyfish.

For almost 25 years, we have worked tirelessly to save the small things that run the planet. Invertebrates are vitally important to a healthy planet – humans and other life forms could not survive without them. The food we eat, the fish we catch, the birds we see, the flowers we smell and the hum of life we hear, simply would not exist without bugs. Invertebrates underpin life on earth and without them the world's ecosystems would collapse.

Buglife's mission has never been more important. The results from our Bugs Matter survey show that the number of flying insects sampled on vehicle number plates, across the UK, has fallen by a staggering 63% between 2021 and 2024. The consequences of this have the potential to be far-reaching, not only impacting the health of the natural world, but affecting so many of the essential services that nature provides for us.

Our aim is to halt the extinction of invertebrate species and to achieve sustainable populations of invertebrates.

Our work spans many areas of focus including restoring nature, species recovery, education and awareness raising, campaigning and saving important invertebrate sites from development.

For a small charity, we make a big impact and work across the UK, Europe and internationally. Some of our biggest

achievements to date include:

- Issuing the [Bristol Declaration](#) on insect declines, supported by over 80 organisations and high-profile individuals.
- Establishing our award-winning [B-Lines](#) initiative which aims to create and restore at least 150,000 hectares of connected wildflower-rich habitats across the UK, with over 500 hectares delivered by our projects alone so far.
- Successfully campaigning to have [neonicotinoid pesticides](#) banned across Europe.
- Fine-scale mapping 70 [Important Invertebrate Areas](#) across the UK, allowing us to better understand where our most threatened species and assemblages live.
- Establishing 22 river monitoring groups across Scotland and delivering training to over 700 people as part of our [Guardians of our Rivers](#) project.

Explore more of our work here:
buglife.org.uk/our-work/

“

Saving the small things that run the planet

”



Red Mason Bee (*Osmia bicornis*) © Ed Phillips

About You

You are an experienced conservationist with a genuine passion for Northern Ireland's unique wildlife. You bring a strong track record of expanding impact and influence, with the ability to build meaningful partnerships and deliver against charitable aims and objectives.

You're confident leading the development of freshwater projects and pollinator conservation programmes, and you're motivated by the challenge of preventing the extinction of the UK's most threatened species. You will help spearhead these efforts while creating opportunities for people from all walks of life to connect with the natural world.

You are a compelling advocate for invertebrates, comfortable influencing decision-makers and building collaborative partnerships to support nature's recovery. With experience managing and supporting a small team, you're confident acting as a spokesperson and representing your work across Northern Ireland.

Highly personable, you have excellent people skills and a natural ability to spot opportunities that help grow impact. You're flexible in your approach to work, with the option to be based from home or at our Belfast office. You're willing to travel across Northern Ireland and occasionally further afield, including to offices such as Stirling and Peterborough.



Marbled White (*Melanargia galathea*) © Buglife

Job Profile

Overview

Job Title: Senior Conservation Officer - NI

Department: Conservation

Reports to: Scotland and Northern Ireland Manager

Location: Hybrid with occasional travel

Contract Type: Fixed Term Contract

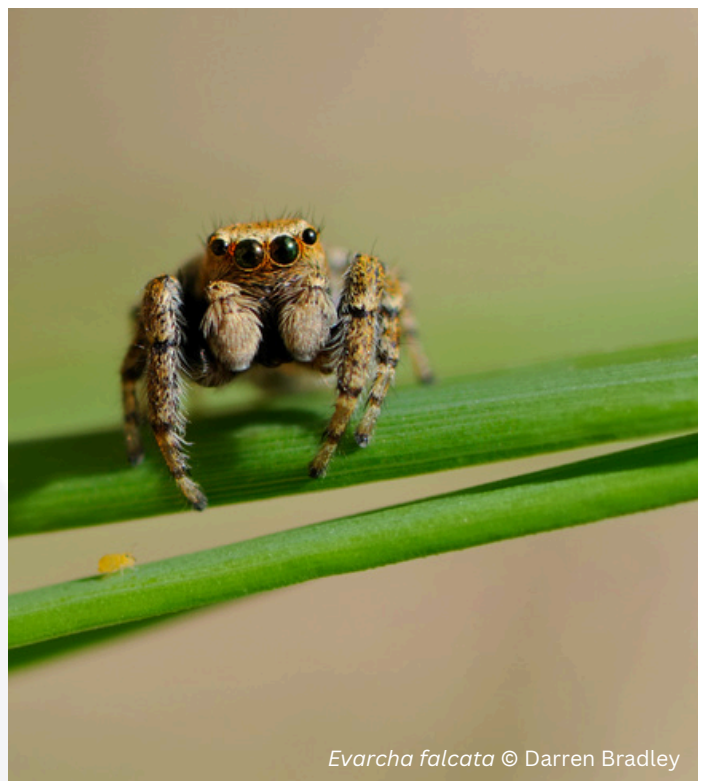
Hours: 18.75 hours per week

Job Purpose

- The Senior Conservation Officer will grow our work in Northern Ireland by developing new partnerships and projects, and raising our profile and influence. The Officer will be responsible for coordinating and successfully delivering conservation programmes and initiatives. They will take the lead for particular work areas as identified in our business plan, coordinating activity at a country level, and line managing staff.
- This will include project and budgetary planning and management, building and managing partnerships, PR and communications, advocacy, project development and fundraising.
- Other key responsibilities include working in partnership with experts, land managers, consultants and contractors, attending project Steering Group meetings, and deputising for the Country Manager when required.

Key Responsibilities

- Project management, including project development, delivery, relationship management, appropriate financial planning, reporting to funders, PR and co-ordination as appropriate to individual project objectives.
- Supervise staff, volunteers, and contractors and contribute to their recruitment as appropriate.
- Advocate for invertebrates and their conservation. Contribute expertise to planning and policy development for sustainable management of our natural environment.
- Maintain and develop own knowledge and skills.



Evarcha falcata © Darren Bradley

Job Profile

Key Responsibilities

- Plan, monitor, control and maintain effective financial records for designated budgets.
- Develop new projects, including but not limited to, preparation of formal fundraising applications, with support from others, for a range of opportunities aligned to the organisational strategy and full cost recovery principles.
- Act as a strong team member internally and externally to deliver against the Buglife strategy.
- Work with our communications team to prepare media releases, produce promotional material, publicise events and give media interviews when requested.
- Build and maintain external relationships which secure future and current project success and the future growth of Buglife.

External Communications

- Confident communicator, able to speak to a wide range of audiences.
- Able to write clear and informative articles and briefing materials.
- Ability to collate and present information from a variety of sources.
- Potential to work with television, radio and on-line to promote issues and activities.
- Able to develop and maintain external partnerships including with organisations and members of the public.

Decision Making

- Responsible for making routine decisions about work programme.

Main interfaces

- Landowners / managers, other NGOs, statutory agencies, local authorities, members of the public, media.



Dung beetles © Jose Ramon Polo

Job Profile

People Management

- Line management of Conservation Officers.
- Manage the performance of direct reports, including setting individual objectives and key performance indicators and undertaking annual appraisals.
- Supervise volunteers and contribute to their recruitment as appropriate.
- Manage the Health and Safety of self and any direct reports, volunteers, or other relevant individuals.
- Manage contractors.
- Comply with legislation related to wildlife and the operation of charities and businesses and adhere to internal policies

Dimensions

- Provides guidance and support to other staff.
- Ensures that direct reports have the resources, skills and knowledge required to deliver high quality projects by maintaining professional and personal development, using coaching and mentoring as appropriate.

Limits of Authority

- Responsible for all delegated budgetary aspects of project work.
- Signs own correspondence, and authorises expenses claims forms for direct reports and volunteers.
- Occasional higher-level working – deputising for, or operating at the equivalent level to, a senior manager, representing Buglife at a higher level, managing part of our wider internal or external remit.

Other Relevant Factors

- Having a base but with regular meetings elsewhere.
- Occasional longer hours and attendance at meetings and events outside normal working hours including weekends, sometimes working away from home for periods of more than one day or undertaking longer distance travel.



Dung beetles © Jose Ramon Polo

Person Specification

Qualifications/Skills/Knowledge/Experience

- A proven track record of managing and delivering successful nature conservation projects.
- Experience of developing and working in partnerships.
- A strong advocate for nature, able to influence others.
- An understanding of species and habitat conservation, including practical habitat management.
- Experience of reporting to funders.
- Strong oral and written communication skills.
- Team player with a confident persuasive manner and a professional, flexible and positive approach.
- Experience of managing staff and/or volunteers
- Well organised and self-motivated; able to plan and prioritise work, using own initiative to meet tight deadlines to complete work to time and budget.
- Able to work effectively as a member of a team or on your own or with limited direct supervision.
- Pragmatic, innovative, enthusiastic and able to motivate others.
- Entrepreneurial outlook able to spot and act upon opportunities for restoring nature
- Strong financial management skills, organisational skills, and IT skills.
- Experienced in developing, and fundraising for, projects.
- Relevant professional qualifications
- A keen interest in, and commitment to nature conservation.
- Current full driving licence



Pot Beetle Survey © Richard Hebb

Applying for the role

Recruitment process

At Buglife, we are committed to fostering a diverse and inclusive workforce. We encourage applications from individuals of all backgrounds, especially those underrepresented in the charity and conservation sectors.

Our recruitment focuses on skills, qualifications, and experience, ensuring equal opportunity for all. We also welcome discussions about flexible working and support those returning to employment after a career break.

Your application will be reviewed by the hiring team for the role.

Key Dates

Applications for this role will close on Tuesday 05 May 2026.

Due to the volume of applications we receive, we may close this vacancy early. It is therefore advisable to apply as early as possible if you would like to be considered for this role.

Interviews will be held week commencing Monday 11 May 2026.

If you have any questions, or need further information please contact:

recruitment@buglife.org.uk.

[Please submit your application here.](#)



Green Drake Mayfly (*Ephemera danica*) © Amy Crawford

Buglife Benefits

At Buglife, we believe in valuing people—recognising that our greatest asset is the passion, integrity, and empathy our team brings to the mission every day. We've built a culture that's relaxed and friendly, where people genuinely care about invertebrates and each other. We trust our staff to manage their own time and work in ways that suit them best, whether that's flexible start and finish times, compressed hours (such as a 9-day fortnight), or working remotely, in the field, or from one of our offices across the UK. We provide all the tools and equipment you need to do your job well, wherever you're based.

Beyond the practicalities, we offer enhanced and generous sick pay because we know that looking after our people means looking after their wellbeing when they need it most.

Our benefits package reflects our commitment to supporting a healthy work-life balance and enabling you to do your best work for invertebrates.

Annual Leave: 23 days rising to 28 after three years' service, plus bank holidays and paid business closure between Christmas and New Year (pro rata for part-time roles).

Wellbeing Wednesdays: A half-day of additional leave on the last Wednesday of each month to focus on wellbeing – whether that means getting outdoors, relaxing, or simply catching your breath.

Employee Assistance Programme: 24-hour access for you and your immediate family to confidential telephone counselling and our wellbeing app, Spark.

Pension: Up to 8% employer pension

Learning and Development: Comprehensive training package for all staff

Life Assurance: Life assurance from day one.

“

Whatever role you want to apply for, whether it be fundraising, finance, or conservation, you will be contributing to saving the natural world.

”



Common Blue (*Polyommatus icarus*) © Claire Pumfrey



Senior Conservation Officer - Northern Ireland Recruitment Pack

Hours: 18.75 per week (2.5 days)

Contract Type: Fixed term until June 2027

Salary: £18, 673.09 (£37,346.17 FTE)

Location: Hybrid (Belfast or homebased),
with occasional travel across the UK

If you have any queries please contact:

Rebecca Lewis

Scotland and Northern Ireland Manager

rebecca.lewis@buglife.org.uk

 buglife.org.uk

 0300 102 7375

Find us on:

