



## Job Description

### Training Officer - Conservation

Advantage is a small, internationally recognised company that specialises in enterprise and employability for young people. We have provided expertise, unique programme design and management in this field for over 30 years for government agencies in NI and worldwide. We have worked or advised on exciting youth enterprise & employability projects around the world.

*"I know you have worked tirelessly with young people over the past twenty years...and have designed, developed and delivered innovative programmes to change the hearts and minds of young people."*

- Minister for Enterprise, Trade and Investment

#### **Job Content:**

The role will primarily support the delivery of the Ravine Training and Work Experience Programme with a focus on conservation and environmental management. This includes supporting participants to achieve accredited qualifications, learn practical conservation skills and develop valuable employability skills alongside overseeing the wider conservation site. The postholder will also play a key role in supporting the conservation aspects of The Advantage Foundation's social enterprise activities, delivering both community benefit and real-world work experience opportunities for trainees.

This role is subject to a 6-month probationary period.

#### **Activities to include:**

##### **Training Delivery**

Working with the Training Officer in Horticulture a key part of the role will be the delivery of accredited training and personal development to all Ravine participants. This will involve:

- Deliver Level 1 OCN in Horticulture
- Deliver Level 1 OCN in Personal Success & Wellbeing
- Maintain relevant training materials
- Deliver workshops for skill development in the subject field
- Provide a tailored Work Experience to the young people on the Programme
- Record participant progress, attendance, and achievement data accurately.

**Conservation and Site Management**

- Support the management and development of the Ravine Community Nature Reserve, ensuring it remains a thriving, safe, and educational environment.
- Coordinate habitat enhancement, tree planting, and maintenance activities.
- Supervise and support trainees, and corporate groups during conservation and maintenance activities
- Work with other team members to ensure project practices align with biodiversity and sustainability goals.

**Project Development**

- Support wider Ravine site development in line with project and organisational goals
- Ensure conservation practices align with biodiversity and sustainability goals.
- Maintain tools, equipment, and materials to ensure safe and efficient operations.

**Administration**

The role will involve providing administrative support to the core business, the project and across Advantage's suite of training. Activities will include, but are not limited to:

- Following Advantage's procurement to purchase materials, stock or equipment.
- Support evaluation and reporting for funders and project management
- Ensuring office, workshop and training supplies and spaces are maintained.
- Assistance with data management, report writing, filing and general administration.

**Essential criteria:**

- Qualification in conservation, environmental management or similar field and/or experience working in a related field.
- Experience working with young people, volunteers, or trainees in outdoor settings.
- Strong interpersonal skills
- A passion for working with/supporting marginalised young people
- Excellent written and oral communication
- Attention to detail
- Excellent IT skills
- Full driving licence and use of own car or ability to meet transport needs in full.

**Desirable Criteria:**

- Experience in site management, habitat enhancement, or biodiversity monitoring.
- Youth/Community background
- Experience delivering accredited training
- Experience developing training materials, delivery plans or online content
- Experience working in a social enterprise or VCSE organisation

**Working Conditions**

- Some travel may be a feature of this post. Must have appropriate insurance to cover use of own vehicle for business travel.
- A mobile phone and laptop will be provided if necessary.
- You will be working as part of a small, dynamic professional team.
- This role will be subject to an Access NI.

35 Hours per week: Monday-Thurs 8am-4.00pm Friday 8am – 1:30pm.

Some evening, weekend and overnight work possible but any hours worked over and above those contracted can be taken in lieu.

Flexibility within these working hours can be discussed and agreed in advance with the Director.

**Salary**

£25,500

**Performance Standards**

The company expects the highest professional performance standards from all staff coupled with flexibility, proactivity and a positive attitude.

Advantage expects employees:

- To deliver what is promised
- To make every pound count
- To deal honestly and with integrity
- To deliver and maintain good business relations
- To realise that working together we achieve more.

This role is funded by The National Lottery Community Fund