

## **JOB DESCRIPTION**

<b>Role:</b>	Climate Officer (Climate NI Team)
<b>Salary:</b>	Equivalent to NICS, Grade SO (£34,524) pro rata
<b>Pension:</b>	Access to pension at 7.5% employers' contribution (minimum employee contribution 0.5%)
<b>Contract Period:</b>	June 2026 – August 2027 (possibility of extension subject to funding)
<b>Hours of Work:</b>	30-37.5 hours/week pending discussion (Hybrid 40-60% in office)
<b>Leave:</b>	25 days per annum plus 12 statutory holidays (pro-rata)
<b>Reports to:</b>	Climate NI and Climate Services Manager
<b>Location:</b>	Northern Ireland Environment Link (NIEL) Office: Lombard Street, Belfast BT1 1RD. <i>(Travel will occasionally be required, mostly to GB and Ireland.)</i>

### **Please note:**

- *This recruitment exercise may be used to fill related posts.*
- *CVs will not be considered. You must use the application form provided.*
- *This role is not eligible for UK Visa Sponsorship - the successful applicant will need to have a pre-existing Right to Work in the UK and travel across the Island of Ireland to be offered an employment contract.*

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## **Join the Climate NI Team at Northern Ireland Environment Link (NIEL)**

We are looking for a Climate Officer who has passion and experience supporting people and places to prepare for our changing climate.

The Climate Officer is a critical position at the core of the Climate NI team. Collaboration is at the centre of how we design and deliver work, both within our team, and with our many partners across the private, NGO and academic sectors, as well as central and local government.

The post holder will work closely with the Climate NI Team at Northern Ireland Environment Link, including involvement on the Climate Northern Ireland Programme and other NIEL climate change adaptation projects across the island of Ireland, and the wider UK.

## Who we are

**Northern Ireland Environment Link** (NIEL) is the networking and forum body which brings forward a collective voice for organisations interested in the natural and built environment of Northern Ireland. NIEL promotes a valued, healthy, and resilient environment by influencing policy and enabling partnership. NIEL delivers the Climate NI programme, which is funded by the Department of Agriculture, Environment and Rural Affairs.

The **NIEL 'Climate NI Team'** works on the Climate Northern Ireland (NI) programme, which is funded by the Department for Agriculture, Environment and Rural Affairs (DAERA), as well as a range of major projects with organisations across the UK and Ireland. These include the PEACEPLUS-funded EU *Coastal Monitoring and Adaptation Planning (CMAP)* project, and the EU Horizon-funded *Pathways2Resilience* project, which are the focus of this job description. Other projects include the UKRI-funded *Maximising Adaptation to Climate Change (MACC) Hub*, and the EPA-funded *TalX2* project.

- For more information on Northern Ireland Environment Link see [here](#)
- For more information on Climate Northern Ireland see [here](#)

## Job Purpose

The Climate Officer is a senior role at the heart of a vibrant team, which is a leader in climate action in NI. The role is varied and challenging, dealing with emerging climate change concepts, while coordinating delivery of a multi-layered work programme. It requires a driven, curious, and collaborative approach.

In this role you will have the opportunity to develop skills in design and delivery of work programme actions, training and event organisation and gain valuable experience leading work in the secretariat for the Climate NI Steering Group at a time when Northern Ireland is seeking the best way forward to meet the challenges of climate change under the recent Climate Change Act (NI) 2022.

The candidate will be involved in a range of NIEL climate change adaptation projects, including a core focus on one of the following:

- **EU Coastal Monitoring and Adaptation Planning (CMAP)** project, which is a project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB). CMAP is a cross-border project, led by Ulster University, that will help create sustainable adaptation to the threats posed by climate change and provide decision-makers and stakeholders at the coast with information on the nature of coastal change. CMAP will create an improved understanding of coastal change, awareness of adaptation options and explore sustainable options for habitat and species restoration under climate change.

- **Pathways2Resilience Programme** is funded under the European Union's Horizon Europe research and innovation programme and is supporting 100 regions and communities to create transformative climate resilience strategies. NIEL is a partner on this programme with Belfast City Council, to develop understanding and action on risk, action and investment for the Belfast City region. The work will focus on cross-sectoral and multi-level governance approaches, breaking down departmental siloes and fostering meaningful stakeholder engagement at every stage of the process.

### **Key Duties:**

1. Coordinate and lead delivery of elements of NIEL climate projects, under the supervision and direction of the Climate NI and Climate Services Manager. Support other senior staff to coordinate internal team of Climate Assistants to meet agreed deadlines.
2. Work in partnership with project partners to ensure timely design and delivery of outputs and milestones. Identify and engage new stakeholders and develop existing networks and partnerships at a regional and national level.
3. Develop and implement suitable approaches to co-design, stakeholder engagement and desk-based research. Organise, facilitate and participate in events such as conferences, workshops and seminars.
4. Work with senior team to coordinate development of policy and guidance, including delivering engagement and identifying priority needs or data capture. Support senior team with research and synthesis of climate adaptation and mitigation information as required.
5. Conduct administration work, including preparation of project reports and claims under supervision of relevant managers. Lead the monitoring, evaluation and reporting of Climate NI Team actions and outputs.
6. Maintain up-to-date knowledge on climate change, stakeholder engagement methods and relevant policy, and provide this information to Climate NI partners.
7. Carry out any additional duties as may reasonably be required within the general scope and level of the post. This includes deputising for other Climate NI Team staff when needed, including representing Climate NI and NIEL at events.

### **Ways of Working:**

1. Undertake continuous learning to keep up-to-date with relevant climate information, approaches and best practice.
2. Coordinate Climate NI Team to organise and maintain relevant files, reports and resources for shared access and learning.
3. Coordinate Climate NI Team by proactively identifying priority work, setting targets and action plans and providing regular updates.

4. Work proactively to allow Climate NI Team to navigate and manage any sensitivities with key partners.
5. The successful candidate will be expected to travel to locations throughout Northern Ireland and Ireland in the project area when required.

The Climate Officer will be required to be flexible and may be asked to perform tasks that are not specifically listed in the job description, but which are broadly consistent with those itemised above.

## **Person Specification**

These competencies must be clearly demonstrated in your experience and highlighted within your application. Additional years of recent experience within an essential area above the minimum may be seen as an advantage.

### **Essential Criteria:**

#### **Qualifications:**

- A relevant third-level qualification.

#### **Experience:**

- Minimum 3 years' professional experience coordinating projects which deliver on climate change, environmental or sustainability outcomes.
- Detailed knowledge of climate change adaptation science, policy or practice.
- Experience of designing and delivering online and in-person meetings, events and/or training.
- Experience in leading delivery of research e.g. data gathering, analysis and report writing.
- Experience delivering a programme of community and/or stakeholder engagement.
- Experience of oral and written communications on climate or sustainability information, including online communications, tools, guidance, training.

**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):

- Additional relevant qualifications (e.g. MSc, PhD or other).
- Experience of undertaking climate action planning, or providing adaptation support to individuals, businesses, organisations or communities.
- Specific experience related to either Coastal Climate Action or Urban Climate Action.

- Experience of working on large environmental projects in partnership with other organisations.
- Experience of building strong working relationships, including coordinating the work of others.
- Experience of influencing or developing environmental and climate policy.
- Experience of managing budgets, a tender process or managing a contractor.
- Ability to perform geo-spatial analyses and apply geospatial research techniques.

### Application Process:

Applications can only be made through an Application Form provided by Northern Ireland Environment Link, clearly demonstrating how you meet the above criteria.

- **Closing date for receipt of email applications is 5pm on Tuesday 28<sup>th</sup> April 2026**
- **Interviews will be held on either Wednesday 13<sup>th</sup>, Friday 15<sup>th</sup> or Monday 18<sup>th</sup> May 2026**

### Application Process Notes:

- An interview is guaranteed for applicants who have been unemployed for over six months and meet the essential criteria.
- Northern Ireland Environment Link is an Equal Opportunities Employer.
- Job offers are subject to references and that all information in the application is accurate and not misleading.



The EU Coastal Monitoring and Adaptation Planning (CMAP) project is a project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).



Pathways2Resilience Programme is funded under the European Union's Horizon Europe research and innovation programme.