

**PEACEPLUS**  
Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



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Northern Ireland  
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# LOUGH NEAGH PARTNERSHIP

## PEACEPLUS NATURE PROJECT

### **PART-TIME FINANCE AND ADMINISTRATION OFFICER (2.5 days a week)**

**Job Title:** Part Time Finance and Admin Officer (PEACEPLUS Nature Project)

**Employer:** Lough Neagh Partnership

**Duration:** Fixed Term Contract until July 2029, commencing 1<sup>st</sup> May 2026

**Salary:** NJC Scale Point 22 £33,699 per annum (pro rata)

**Location:** Lough Neagh Partnership Offices, Unit 3, 135a Shore Road, Ballyronan

### **BACKGROUND**

The Lough Neagh Partnership is a community-based NGO body made up of local businesses, landowners, community groups, elected representatives and other stakeholders with a responsibility to manage and protect Lough Neagh and its wider wetland area. The Partnership is based in Ballyronan but also has premises at Maghery on the southern shores of the Lough.

The Lough Neagh Ramsar, Lough Neagh and Lough Beg SPA, Lough Neagh ASSI and various SAC and ASSI`s (around the Lough) Citation reports highlight the main conservation interests on, or in, Lough Neagh and its surrounding shoreline. The 2019 Lough Neagh Shoreline Management Plan provides a strategic overview for the management of the Lough Neagh shoreline and identifies conservation priorities. Within this document, the Lough Neagh Islands Conservation Management Plan provides a series of recommendations for the management of those islands currently, or previously, used as breeding bird sites. The Partnership also manages a nature reserve on behalf of NIEA and also leases and is responsible for

PEACEPLUS is a cross-border funding programme managed by the Special EU Programmes Body (SEUPB) and supported by the European Union, the Governments of the United Kingdom of Great Britain and Northern Ireland, the Government of Ireland, and the Northern Ireland Administration.

The PEACEPLUS Nature project is an ambitious €20.8 million programme which is being funded under the PEACEPLUS programme. It brings together nine partners to tackle the decline in priority species and habitats in Northern Ireland, and the border counties of Ireland.

This partnership is being led by RSPB NI. It includes BirdWatch Ireland, Butterfly Conservation, Monaghan County Council, River Blackwater Catchment Trust, Truagh Development Association, Lough Neagh Partnership and Northern Ireland Water.

The programme will be working to restore blanket bog, lowland wet grassland, limestone grassland and priority species including Curlew, Corncrake, Hen harrier, Small Blue butterfly, and Irish Damselfly. It seeks to restore and improve habitat supporting some of Ireland's most iconic but threatened species.

Lough Neagh Partnership is one of ten partners within this exciting project. The Partnership will deliver for wildlife around the shoreline and islands of the Lough and this new post will provide administrative and financial management support on behalf of the Lough Neagh Partnership as part of the PEACEPLUS Nature Project.

### **Main duties**

- Provide full administrative support to the project
- Assist the PEACEPLUS Project Manager with the delivery of the PEACEPLUS Programme
- Assist the Finance Manager with the overall financial management of the PEACEPLUS programme
- Ensure full compliance with the PEACEPLUS programme guidelines
- Input project information into Peace Plus JEMs digital reporting system
- To prepare grant claims & associated documentation and liaise with funders
- To provide assistance and information to publicise the events and projects arranged in accordance with the requirements of the project funders.
- To share results and experiences gained through the Project to enable project partners and others to learn from the Partnership's experiences.
- Answer phone and queries and be "front" and "first call" for the Lough Neagh Partnership
- Attend meetings & take minutes
- Liaise with other members of the Lough Neagh Partnership Team
- Liaise with internal and external departments
- Maintain financial records

- To process paperwork and files accordingly
- Maintain and update databases
- Any other duties as required.

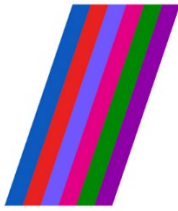
<b>PERSON SPECIFICATION</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
QUALIFICATIONS/ RELEVANT EXPERIENCE	<ul style="list-style-type: none"> <li>• Third level, financial or accounting qualification</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Five years experience in finance and general office administration within the community, voluntary or charitable sectors</li> </ul>	<ul style="list-style-type: none"> <li>• Sage qualification</li> </ul>
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience in the administration of grant programmes/ project delivery.</li> </ul>	
KNOWLEDGE	<ul style="list-style-type: none"> <li>• Must demonstrate that you are competent in all Microsoft Office software including Excel and the application/use of financial spreadsheets</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SEUPB grant administration procedures</li> </ul>
KEY SKILLS	<ul style="list-style-type: none"> <li>• Highly organised</li> <li>• Excellent time management</li> <li>• Good communications skills</li> </ul>	

Email Peter at [peter.harper@loughneaghpartnership.org](mailto:peter.harper@loughneaghpartnership.org) for further details and an application form.

**Please note that the deadline for receipt of completed application forms is 1.00pm on 21 April 2026.**

Applications should be submitted by email to [peter.harper@loughneaghpartnership.org](mailto:peter.harper@loughneaghpartnership.org)

*NB: Applications received after this deadline will **NOT** be considered.*



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## LOUGH NEAGH PARTNERSHIP

### APPLICATION FORM FOR PART TIME FINANCE/ ADMIN OFFICER (PEACEPLUS)

1. Full name

2. Full Address

3. Telephone Number

4. Email Address

5. Do you have a valid Driving license and access to a car?

6. List you relevant Third level Qualifications  
Please include dates, course names and awarding body.

School

Third level

Other

**7. Employment History**

Please list your employment history starting with you most recent/ current employer. For each position list your employers name and address, your job title and a brief description of your duties/ responsibilities. State clearly when you started and when your employment ended and why you left.

Employer

Name and Address

Period of employment

Job Title

Job duties/ responsibilities (50 words max)

Employer

Name and Address

Period of employment

Job Title

Job duties/ responsibilities (50 words max)

Employer

Name and Address

Period of employment

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Job duties/ responsibilities (50 words max)

Employer

Name and Address

Period of employment

Job Title

Job duties/ responsibilities (50 words max)

7. Please outline how you feel you meet the essential and desirable criteria listed within the Job description?

NB: Please refer to the Job Description and Person Specification

Relevant Experience:

Knowledge:

Key skills:

8. Please provide full contact details for two referees including at least one previous employer in a related post.

Referee:

Position:

Name and Address:

Email:

Telephone number:

Referee:

Position:

Name and Address:

Email:

Telephone number:

**Please note that all completed applications need to be submitted by 1.00pm on 21 April 2026. Late applications will not be accepted.**

**Please email your completed application to [peter.harper@loughneaghpartnership.org](mailto:peter.harper@loughneaghpartnership.org)**