

## Job Description and Person Specification

### Contents

- 1 Background to Vincent Wildlife Trust
- 2 Job Description
- 3 Training and Development
- 4 Outline Conditions
- 5 Ideal Candidate Profile
- 6 Office location and Travel Requirements
- 7 Equity, Diversity and Inclusion
- 8 Applying for this Post

**Deadline: 5pm on Friday 3 July 2026**

## 1 Background to Vincent Wildlife Trust

Today, at fifty, VWT is respected internationally as a leader in developing and implementing innovative, evidence-led approaches that halt and reverse declines in threatened mammal species such as otter, horseshoe bats and, more recently, pine marten. This is possible thanks to a firm financial base left by our founder, the late Honourable Vincent Weir, that is independent of membership income. Long-term financial security has enabled VWT to focus on mammals with particular and often challenging conservation needs, and with which other organisations are unwilling or unable to engage.

For example, acquiring and managing lesser horseshoe bat maternity roosts and surrounding land in the 1980s and 1990s enabled VWT to protect 10% of the population in Britain and 25% of the population in Ireland of this European Protected Species. Our bat reserves remain a unique resource as exemplars of roost management. Under VWT's management and combined with research into their ecology and habitat needs, lesser horseshoe bats at VWT roosts in Britain have increased by 3.5 times that of other roosts. In Ireland, populations of lesser horseshoe bats at VWT-managed roosts have increased while other roosts remained stable.

While VWT is not a campaigning or lobbying organisation, our expertise, advice and impartial evidence provide support to a wide range of decision makers.

Over the last ten years, VWT has grown in size and impact with the aim of delivering significant change to the fortunes of threatened mammals in the UK, Ireland and parts of mainland Europe. It is delivering an increasing number of flagship projects such as the nationally important Pine Marten Recovery Project, Horseshoes Heading East, Martens on the Move, and Landscapes for Lessers.

As we prepare for the next 50 years, we aim to continue to drive a step-change in the size and effectiveness of VWT's mission. Our strong track record of successful evidence-led conservation work shows what can be achieved and inspires us to continue.

### Ireland Programme Manager

VWT is seeking a suitable person to become its Ireland Mammal Programme Manager to continue our work to develop and deliver evidence-based conservation interventions to support the recovery of mammal species. We work closely with universities, co-funding and supervising PhD projects, and with partner NGOs where synergies in our aims allow us to deliver over and above what we could achieve on our own.

You will be working with VWT colleagues, specialist providers and project partners on the ground to build on existing connections, develop new connections and increase awareness, advocacy, education and training to facilitate the conservation of threatened mammals in Ireland.

We are looking for someone with the ability to inspire a cross-section of people including volunteers, land managers and community groups in a range of activities, including fieldwork, surveys and monitoring activities.

You will need to have experience and sound knowledge of wildlife conservation and research, practical fieldwork and monitoring experience, excellent interpersonal skills and communication skills, along with experience of working with partners, landowners and other stakeholders.

More detailed information is available on our website [www.vincentwildlife.ie](http://www.vincentwildlife.ie)

## 2 Job Description

Starting Salary	Grade 4 – €59,500-€63,465
Length of Post	Full-time (37 hours pw)
Location of Job	Home based
Responsible to	Head of Conservation
Responsible for	Species Conservation Officer, Volunteers and Contractors
Job Purpose	To lead on VWT Conservation in Ireland

### Main Duties

- To work with the Head of Conservation and others to lead on ongoing development and delivery of VWT's Conservation Programme in Ireland in line with the Trust's Ten-Year Strategy.
- To be a member of the Senior Management Team with responsibility for input and guidance to the Trust's operations as a whole, with particular reference to VWT's operations in Ireland.
- To lead on strategic engagement with statutory and other authorities and partners as VWT's principal representative in Ireland.
- To work with the Head of Conservation and Conservation Management Team on integrating and adopting the use of Conservation Standards for the Ireland Programme management and more widely within VWT.
- To work in close collaboration with the Conservation Management Team to develop and manage defined conservation projects, report on progress and continuously improve the Trust's approach to project and programme management.
- To lead and line manage staff and to oversee the development and operation of a volunteer network in Ireland.
- To oversee and manage the Trust's Irish lesser horseshoe bat reserves, working to agreed standards and practices.
- To work with VWT's Fundraising and Communications Manager, to research and apply for relevant funds and, when funds are secured, to contribute to funder relationships and provide information, reports and attend meetings as required.
- To ensure VWT's intelligence on Irish mammal conservation issues is current and to share this within the Trust and externally with key players.
- To ensure that the Trust's scientific data and knowledge is suitably protected and that VWT intelligence is clearly acknowledged and owned by the Trust.
- To be a spokesperson on the Trust's priority Irish mammal species for the media or at events.
- To work closely with the Fundraising and Communications Manager to write copy for VWT publications, publicity and marketing materials.

## Other Duties

- To attend training courses that further the Trust's and personal development needs.
- To champion the Trust's policies and procedures.
- To provide training and/or mentoring to staff and volunteers.
- Present a friendly and a professional personal manner.
- Carry out other duties commensurate to the role as required by the Trust.
- Always keep Health, Safety and Wellbeing matters as the overriding determinant and in all circumstances.

## 4 Training and Development

As part of its commitment to investing in its people, VWT trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the overriding priorities of the Trust.

## 5 Outline Conditions

This post is offered as full-time 37 hours per week. Our normal office hours are 9am to 5pm, Monday to Thursday and 9am-4.30pm on Friday with appropriate breaks. Flexible working is permissible in agreement with the Line Manager. Due to the nature of the Trust's work, evening or weekend work is usually necessary, for which time off in lieu is given. The post is an Ireland-wide role, and trips further afield will also be necessary. Visits to VWT's Head Office in Herefordshire will be required on a regular basis for staff meetings and other relevant VWT meetings.

Business travel and overnight stays will be required at times for which travel and subsistence expenses will apply according to the Trust's current policy.

All staff are required to work within the policies and procedures of the Trust, to work harmoniously with each other and to provide appropriate assistance and advice to colleagues when desirable for the effective undertaking of their respective responsibilities, and to undertake other duties appropriate to the post as delegated by their Line Manager.

A willingness to be flexible about working arrangements and to provide occasional cover for absent staff is desirable in order to maintain organisational effectiveness.

## Benefits Package

VWT offers a qualifying workplace pension scheme with Aviva which the post holder may request to be enrolled in from day one, though employer contributions would not be payable until a three-month probationary period is complete. An enhanced workplace pension scheme, also with Aviva, is available and matches personal contributions of 4% of staff salaries with an additional employer contribution of 7% after a qualifying period of three months.

VWT also provides life assurance after one year's service. The post holder is entitled to 25 days' paid leave per year, in addition to public holidays.

## Value Statement

The Trust expects its staff to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters legal, ethical and environmental. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply sound value for money principles in undertaking purchasing or supply of goods and services. The Trust will ensure that its staff receive appropriate training and development based on a documented personal annual appraisal.

## 6 Ideal Candidate Profile

VWT is looking for a candidate with a demonstrable commitment and enthusiasm for bat conservation, and an enthusiastic, outgoing, and self-motivated individual with initiative, ambition and drive.

### Qualifications

- A postgraduate degree in a biological science or a related discipline.

### Experience and Skills Essential

- Proven experience of leading projects and programmes from initial conception through to successful delivery and evaluation – including defining objectives, developing detailed plans, managing resources and budgets, coordinating cross-functional teams and ensuring alignment with strategic goals.
- A track-record in successful grant fundraising.
- Skilled in monitoring progress against milestones, identifying and mitigating risks, and adaptive management as required to achieve outcomes.
- Strong skills in budget development and oversight.
- Well organised, able to manage and prioritise workloads in rapidly changing situations.
- Strong IT skills, including use of Microsoft 365 applications.
- Full EU Driving licence.
- Excellent critical thinking and problem-solving skills.
- Good data analysis, planning and organisational skills.
- Excellent written and verbal communication skills.
- Good leadership and conflict management qualities with the ability to provide direction.
- Knowledge of management software and an aptitude for learning new applications.
- Experience of successful conservation delivery and working in the field.

### Experience and Skills Desirable

- Experience of working with threatened mammals and knowledge of their recovery requirements, with a focus on at-risk bat species.
- Experience and understanding of the Conservation Standards framework.

## Personal qualities

- An approachable manner.
- Enthusiastic and self-motivated, with initiative and drive.
- A positive 'can do' attitude and a professional, flexible approach.
- Well-organised with good attention to detail.
- Calm and consistent approach to work.
- Committed to self-development, keeping relevant skills and knowledge up to date.

## 7 Equity, Diversity and inclusion

Vincent Wildlife Trust values diversity and is committed to supporting an inclusive culture. We wish to provide an environment where everyone, regardless of background, characteristics, identities or abilities can develop their full potential. Vincent Wildlife Trust is committed to equal opportunities in all its employment and volunteering practices, policies and procedures.

To help us monitor our recruitment process to ensure they meet our Equal Opportunities Policy, all applicants are requested to download and complete our Diversity Monitoring form. Please return this with your completed Application Form.

## 8 Applying for this post

If you feel you meet the job specification and job requirements, you are welcome to apply. Applications must be made using the application form provided. We are happy to receive additional information, for example a CV, but the application form must be completed thoroughly and not include 'Refer to CV' as the only answer in the question boxes.

The Trust offers a quality employment package, the chance for Continued Professional Development, and the learning of new skills and experiences.

To apply, please visit our website [www.vincentwildlife.ie](http://www.vincentwildlife.ie)

**Deadline for applications is 5pm on Friday 3 July 2026**

by email to [hazel.highfield@vwt.org.uk](mailto:hazel.highfield@vwt.org.uk) or by post to:

**Vincent Wildlife Trust, 3-4 Bronsil Courtyard, Eastnor, Ledbury, HR8 1EP**

Interviews are planned for during the week commencing **13 July 2026 either in person in Dublin or online**. Full details will be confirmed ahead of the interview date. If you do not hear from us by 13 July, please assume that you have not been successful on this occasion. Unfortunately, we do not have the resources to provide feedback for unsuccessful applicants.

**For questions about the role and contract, please contact**

**Lucy Rogers, CEO** [lucy.rogers@vwt.org.uk](mailto:lucy.rogers@vwt.org.uk)

**Samantha Bremner-Harrison, Head of Conservation** [samantha.bremner-harrison@vwt.org.uk](mailto:samantha.bremner-harrison@vwt.org.uk)