



PeacePlus Nature is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).

JOB DESCRIPTION

Job Title: PeacePlus Finance and Project Manager

Subject to final confirmation of funding

Division:	Conservation
Immediate Line Manager:	Head of Species and Land Management
Location:	Co. Donegal*
Vacancy type:	Full time
Start date:	Nov 2025
Hours:	35 hours per week
Salary:	€42,000

**The post holder should ideally be based in Donegal and may choose to work from our Office in Letterkenny or have a hybrid office/home working arrangement. Please note, where the postholder chooses to work from home, BirdWatch Ireland does not provide a separate home office supplement.*

Background

Established in 1968, BirdWatch Ireland is the largest independent conservation organisation in Ireland with 15,000 members and 25 active branches at county level. Our aim is the conservation of wild birds and their natural habitats and other biodiversity. Our mission, as set out in Organisational Strategy 2024- 2030, is to be a strong and influential leader for nature conservation in Ireland, one that takes action based on the latest scientific data and supports and inspires people to get involved in environmental protection. We undertake bird surveys and monitoring, direct conservation action, engage in research and formulate and advocate policies related to the protection and management of birds and biodiversity. We also conduct important education work, manage nature reserves, and raise wider awareness of nature conservation in Ireland.

PEACEPLUS is a Programme managed by the Special EU Programmes Body (SEUPB). It is supported by the European Regional Development Fund and the UK and Irish Governments. The Programme is designed to support peace and prosperity across Northern Ireland and the border counties of Ireland, building upon the work of the previous PEACE and INTERREG Programmes.

BirdWatch Ireland is one of a partnership of organizations, led by RSPB NI, which was successful in securing funding under the Investment Area “Biodiversity, Nature Recovery and Resilience”. The successful project, PeacePlus Nature, is a four-year, multi-million Euro project which aims to deliver an ambitious programme of work to address the declines in priority species and habitats across the eligible area.

BirdWatch Ireland will be responsible for delivering the Donegal Wader Recovery Work Plan, which relates to the protection and conservation of breeding wader populations at key sites, mostly in Co. Donegal, which together hold an important proportion of Ireland’s total resource of breeding waders. The project aims to conserve these populations through a range of conservation measures,

including installation and maintenance of predator fences, bird survey and research, conservation keeping and engaging with farmers.

Overview

As part of this programme, we are now seeking to recruit an experienced PeacePlus Finance and Project Manager to lead on financial reporting and administrative project management for the BirdWatch Ireland Work Plan. The individual should have experience of financial reporting to national or EU authorities, Project Management and ideally knowledge and experience of conservation projects. Experience of previous Peace or Interreg reporting to SEUPB will be a distinct advantage.

The starting salary for this position is €42,000 per annum. Leave entitlement is 20 days per annum, plus statutory holidays.

Main duties and responsibilities

- In collaboration with BirdWatch Ireland's Head of Finance and line manager (Head of Species and Land Management), manage the budget for the PeacePlus Nature project and the Project bank account. Ensure the Project financial systems are aligned with BirdWatch Ireland internal accounting.
- Work with the Lead Partner and BirdWatch Ireland Finance and Admin Manager to ensure the project implements financial policies and reporting procedures in compliance with legislation, regulation and overall PEACEPLUS Programme and BirdWatch Ireland requirements.
- In conjunction with line manager, monitor budget progress by reviewing spend and preparing forecasts; facilitating internal scrutiny and making necessary adjustments as required.
- Upload financial information and relevant supporting documents quarterly to the PEACEPLUS Project Portal (JEMS) in a timely way, ensuring all necessary supporting documents are available to the lead partner by the reporting deadline. Liaise with the Finance team at BirdWatch Ireland HQ to ensure efficient and effective reporting.
- Respond to queries from Lead Partner, First Level Control administrators and Auditors and provide any additional documents requested within required timescales.
- Recruit and oversee the work of a part-time Administrative Assistant to be based at BirdWatch Ireland HQ.
- Assist the Project staff with the administrative aspects of the delivery of their conservation projects. Prepare procurement documentation in line with Programme Rules and in conjunction with relevant Lead Partner staff. Undertake procurement exercises and assist with assessments.
- Issue contracts to successful suppliers and manage payment in conjunction with relevant Project staff.
- Assist with recruitment and induction of other Project staff; in conjunction with relevant HQ staff, issue staff contracts and timesheets as required and process expenses claims.

- In conjunction with other Project staff, work with NPWS, the Breeding Wader EIP, Acres Donegal and other relevant entities to ensure efficient delivery of key conservation projects.
- Participate in Delivery Groups and Steering Groups as required to ensure effective delivery of the project.
- Co-ordinate project communications in line with SEUPB guidelines and agreed Project communications plans.
- Liaising with the Head of Communications and Development and the Communications Officer, create and maintain a BirdWatch Ireland project webpage and be responsible for other BirdWatch Ireland project communications such as social media posts, leaflets, press & PR, newsletters etc.
- With BirdWatch Ireland CEO and line manager, liaise with NPWS as required in relation to project finances.
- Other duties necessary to complete the project.

Qualifications

Essential

-A relevant NVQ level 5 or higher qualification in business, finance or accountancy.

Experience

-Three years' experience of financial reporting to National or EU authorities.

-Three years' experience of delivering or assisting with the delivery of complex projects to a high standard.

-Demonstratable experience of undertaking procurement in Ireland up to the level of advertising on the Official Journal of the EU.

-Knowledge and experience of delivering and/or reporting for previous Interreg or Peace projects would be an advantage.

-Demonstratable experience of Project Management.

-Demonstratable experience of undertaking effective communication in a range of formats.

Skills and abilities

Essential

-Generation of management accounts.

-Excellent organisational skills.

-Proven ability to work under pressure, organise work appropriately, accommodate changing priorities and meet deadlines.

Desirable

-Ability to create and maintain web pages.

-Ability to seek and accommodate input from a variety of staff and collaborators as appropriate.

-Good communication skills and confidence to engage with a colleagues, stakeholders and collaborators.

Application procedure

A completed application form should be emailed to adonaghy@birdwatchireland.ie by midday 07/11/2025. You can also include a CV **together with the application form**, to provide more detail if required.

Interviews are likely to be the in week following the closing date.