



Exmoor National Park Authority

Recruitment Pack

Field Services & Estates Worker

2-year fixed term contract



Working
together
for Exmoor

Welcome Message

Thank you for your interest in our vacancy with Exmoor National Park Authority.

What makes Exmoor National Park such a special place? A unique and varied landscape of coast, moorland, woodland, valleys, and farmland, shaped by people and nature over thousands of years. On Exmoor, it is still possible to find tranquility and peace as well as rediscover your sense of adventure, catch a glimpse of wild red deer, and be amazed by its dark skies.



Our vision is to ensure Exmoor National Park has a thriving living landscape and is a place where people can enjoy and benefit from Exmoor's special qualities and sustainable communities. Our Field Services team play a key role in the achievement of this vision and make a real difference to our local communities.

In addition, the Authority works with others to help foster sustainable rural development by promoting partnership working and encouraging leadership and contribution from all those involved in this beautiful area.

Our Field Services Team undertake the practical work in maintaining public paths and the National Park's land and property, as well as constructing furniture and signs for the rights of way network.

If you would like an informal discussion about this position, please contact Dan Barnett, Access and Recreation Manager, on 01398 322297 or 07866 448367.

If you are interested in joining us at this exciting time, then I hope you will explore these pages further and apply for this post. We look forward to hearing from you.



Handwritten signature of Sarah Bryan.

Sarah Bryan
Chief Executive

Background Information



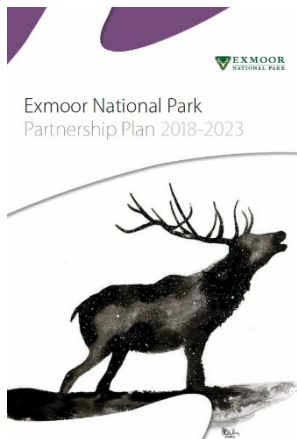
Exmoor is one of 15 National Parks in the UK. They are areas of protected countryside that everyone can visit and where people live, work and shape their landscapes.

Exmoor was designated as a National Park in 1954. Since then, the co-ordination of work to achieve National Park purposes in the area has been undertaken by local government, and since 1997 by a free-standing Exmoor National Park Authority.

Exmoor National Park Authority works to achieve the two National Park purposes:

"To conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park"

"To promote opportunities for the understanding and enjoyment of the special qualities of the National Park by the public"



In delivering National Park purposes, the Authority has a duty to help to foster the social and economic wellbeing of local communities. All planning applications within the National Park area are determined by the National Park Authority. Planning policies are there to ensure both rural prosperity and the protection and enhancement of the special character of Exmoor.

There are 22 Members on the Authority Committee which meets up to 12 times a year – 5 parish members, 2 district council members, 8 unitary members, 2 county council members, and 5 Secretary of State appointed members.

For further information about the National Park Authority:

Visit our website www.exmoor-nationalpark.gov.uk

Our Staff

We employ a staff team of around 80 undertaking a range of functions that support owners and managers of land and heritage assets; people who live, work, and run businesses in the National Park; and people who make use of the opportunities for learning and enjoyment, both residents and visitors alike.

Our support staff within Finance, Facilities, Corporate support, IT, HR, and Member support help provide the infrastructure and support that is essential to delivering the vision and priorities of Exmoor. In addition, we have staff engaged in partnership projects and seasonal work.

The post of Field Services and Estates Worker sits within the Access and Recreation Team, within the wider Access, Engagement and Estates section.



As a small organisation, we work across all Sections and Teams drawing on the skills, knowledge, experience, and professionalism of our colleagues, to deliver our purposes and the aims of our current Corporate Strategy:

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|---|
| 1. A clear response to the nature and climate crises. |
| 2. A welcoming place for all, improving people’s health and well-being. |
| 3. A cared for landscape and heritage. |
| 4. A place of flourishing, vibrant communities, and businesses. |
| 5. A highly performing estate, delivering National Park purposes. |
| 6. A great organisation to work for. |

As part of the National Park family, we also benefit from a wider network of professionals.

Our values are:

The image displays five vertical chevron-shaped boxes, each representing a core value. From left to right, they are:

- Champion** (orange): We care about Exmoor National Park and are advocates for the people and place. We: Show commitment to delivering our purposes and services; Inspire and motivate others; Take pride in our work; Celebrate and share achievements.
- Ambitious** (yellow-green): We are forward-thinking with the courage to challenge and make bold decisions. We: Are resourceful and innovative; Adapt to and embrace change; Show commitment to delivery; Accept mistakes happen but learn from them.
- Collaborative** (green): We work across teams and with our partners to deliver as ‘one team’. We: Communicate clearly; Share skills and knowledge; Understand the role we all play in achieving our collective goals; Are flexible and adaptable.
- Welcoming** (light blue): We are friendly, approachable and ensure a fair outcome where everyone matters. We: Strive to achieve equity, inclusivity, reflect diversity, and accessibility for all; Listen to and understand people’s experiences; Are respectful; Act with openness and transparency.
- Make a difference** (purple): We are determined to ensure the National Park is a better place. We: Act sustainably, aiming to be exemplars; Influence and encourage; Inform and educate others; Proactively find solutions.

Working for us

Our head office is based in the town of Dulverton, set in a beautiful, wooded valley, beside the river Barle. Other sites include the Exford Depot based in the rural village of Exford, our Pinkery Centre for Outdoor Education based on a wild and open moorland near Simonsbath, and our National Park Centres – one in Dulverton (in Exmoor House), one in the historic village of Dunster, and one in the seaside town of Lynmouth.

We provide an annual leave allowance plus bank holidays (both pro rata if part-time), a pension scheme, paid sickness leave, parental leave, time off for dependents, time off to attend dentist, doctor and hospital appointments, and compassionate leave opportunities.



We are a Mindful Employer that is 'Positive about Mental Health' and raises awareness of mental health in the workplace. We have trained Mental Health First Aiders and a 24/7 independent and confidential employee helpline. Managers and staff will also attend training opportunities to increase their awareness of mental health in the workplace.

You will have an induction to help you to learn more about the organisation, your area of work and the work undertaken by other sections. We also try and arrange for you to spend time with a colleague which is an opportunity for Exmoor to be explored. Your manager will support you in developing your skills and you are encouraged to feedback on your progress.

This support continues through regular reviews.



We try to hold two staff study days a year and this is an opportunity to get together with your colleagues across the Authority to learn and see something new about Exmoor.



The Society for National Parks Staff (SNPS) is a group that all National Parks employees can join for only £5 a year. There are opportunities to take part in activities to develop your knowledge of National Parks, whilst having fun and building new friendships.

Job description

JOB TITLE: Field Services and Estates Worker **REPORTS TO:** Field Services Supervisor
SECTION: Access, Engagement & Estates **GRADE:** D

MAIN PURPOSE OF JOB

- Maintain public paths and National Park Authority Land and Property along with other outdoor practical work within the National Park.
- Construct furniture and signs in the National Park Authority Exford workshop.

Key outcomes

- At least 95% of public rights of way assessed as Open and Easy to Use.
- All work tickets to be completed within target date.
- All safety inspections completed on time.
- High levels of public satisfaction with sites, facilities, and access network – at least 99% of visitors rating their experience as high or very high.

RESPONSIBILITIES AND DUTIES

1. Work outdoors on public paths and National Park Authority owned land to install furniture such as signs, gates, and bridges, and carry out surface and drainage repairs, vegetation cutting, litter and fly-tip collection, fencing, tree felling, banking, and walling.
2. Operating and maintaining mechanical equipment, e.g., chain saws, tractors and their attachments, pedestrian mowers, diggers, dumpers, rollers, and carpenters workshop machinery etc.
3. Construct public path furniture and signs in the workshop e.g., signs, gates, and bridges.
4. Follow and assist with Risk Assessments, COSHH and other safety procedures as necessary to ensure the safety of post-holder, colleagues, and the public. Carry out regular safety inspections and checks – e.g., vehicles, equipment, and property.
5. Liaise with Rangers and other colleagues to help develop works specifications. Communicate effectively with the public and land managers in the course of your duties and at occasional open days/craft demonstrations to explain the work you are doing.
6. Mentor and instruct more junior members of the team, internships, and students on work placements, demonstrating best practice and ensuring their safety
7. Occasionally, take part in other activities in support of other Authority staff, including moorland burning and pony handling.

REQUIRED SKILLS, KNOWLEDGE, AND EXPERIENCE

- Experience and practical knowledge of estate/countryside maintenance, outdoor groundworks and/or carpentry is essential.
- Competent in the operation and maintenance of mechanical equipment, e.g., chainsaws, strimmers, tractors and their attachments, pedestrian mowers, diggers, dumpers, rollers, and carpenters workshop machinery. Nationally recognised certification for the use of this equipment is desirable.
- Knowledge and experience of safe working practices.
- Ability to communicate clearly with colleagues and members of the public, including developing skills and mentoring junior team members.
- A reasonable level of literacy and numeracy to follow written instructions and keep necessary records.
- A full driving licence as there is a requirement to drive Authority vehicles.
- Good geographical knowledge of the National Park.

Key competencies

- A good team-working ethos.
- Willing to assist colleagues and work flexibly across the whole of the team's activities.
- Good communication skills.
- Resourceful and able to find solutions.

Key employment terms

Post title: Field Services & Estates Worker

Office location and travel: The postholder will be employed by Exmoor National Park Authority and will be based at the Exford Depot, Exford, Minehead, Somerset, TA24 7PP. The postholder will be required to work across the national park and vehicles are available at the Depot.

Conditions of service: In accordance with the Scheme of Conditions of Service agreed by the National Joint Council for Local Authorities' Administrative, Professional, Technical and Clerical Services as adopted by the Park Authority together with other local conditions of service set out in the Park Authority's HR Policies and Procedures.

Contract status: This is a two-year fixed term contract.

Grade and salary: The grade of an Information Advisor is D with a current full time equivalent salary range of £25,584 to £27,269 per annum (£13.26 to £14.13 per hour). New employees are normally started at the bottom of the salary scale.

Hours of work: The hours of work are 37 per week worked Monday to Thursday 7.30am to 4.00pm, and Friday 7.30am to 3.30pm. Working from home is not available for this role.

Probationary period: The appointment will be subject to a probationary period of up to six months.

Leave entitlement: The annual leave entitlement is 28 days, plus bank holidays. The leave year runs from 1 April to 31 March. The number of public/bank holidays may vary annually depending on the number of recognised bank holidays falling within the leave period.

Pension: The post is superannuable under the Local Government Pension Scheme, and you will automatically be admitted to the pension scheme but can choose to opt out.

Privacy statement: We process personal data relating to those we employ for employment purposes, to assist in the running of the authority and/or to enable individuals to be paid. The collection of this information will also be of benefit in:

- improving the management of workforce data
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling monitoring of selected protected characteristics

The personal data includes identifiers such as name, date of birth, payroll (SAP) number, personal characteristics such as gender, disability, and ethnic group, plus qualifications, performance, and absence/occupational health information.

We will not share information about you with third parties without your consent unless the law allows or requires us to, or we are required to share it to manage your employment contract with us. When we do share your data, it will be via encrypted email software or password protected files.

We are required to share some of your personal data with:

- HMRC
- Outsourced HR and Payroll Services (currently with SCC and DCC)
- Peninsula pensions who administer the Authority's pension scheme
- Local Government Audit and fraud detection teams

We store information relating to job applicants for 6 months and for employees for 6 years post-employment. Data is stored electronically on ENPA servers. The employee records have access restrictions

meaning only HR staff can view and process it. Physical records are stored in the HR office which is locked and within locked filing cabinets.

WR Group (WRG) provides ENPA with a recruitment system to manage its recruitment and advertising services. In relation to the General Data Protection Regulations, ENPA is the Data Controller. As the Data Processor, WRG will process personal data on behalf of ENPA, only for the purposes of performing the Services Agreement.

If you require more information about how we store and use your personal data or would like to request that your details be removed, please contact the HR Officer.

Equal opportunities: Exmoor National Park Authority intends to ensure that no employee or job applicant should receive less favourable treatment than another on grounds of sex, marital status, age, racial origin, disability, sexual orientation or political or religious belief. Its recruitment practices will exclude all assumptions, preferences or judgements that are not strictly job-related. Information provided will be treated as confidential.

The Authority is a [Disability Confident](#) accredited employer and is a signatory on the [Charter for Employers Positive about Mental Health](#). If you require information about this post or an application form in a different format or would like help to access the recruitment process, please contact Ellie Woodcock 01398 322231 or email ewoodcock@exmoor-nationalpark.gov.uk

Working in the UK: Freedom of movement between the UK and EU has ended and the UK has introduced a new immigration system. Anyone recruited from outside the UK (excluding Irish citizens) need to meet certain requirements and apply for permission first.

The Authority does not hold a sponsor license. However, the Authority would consider applying for one if an applicant is successful at interview. For more information about the new rules on recruiting people from outside the UK - please visit [Browse: Visas and immigration - GOV.UK \(www.gov.uk\)](#) for more information.

Before you are offered employment, we are required to carry out document checks to ensure that you are entitled to work in the UK. Please click on the following link to see what documents are accepted. [Right to Work Checklist.pdf \(publishing.service.gov.uk\)](#)

How to apply

Please complete and submit your application online by clicking on the link provided on our website, ensuring you address all elements of the responsibilities and knowledge, skills, and experience.

Please note that we do not accept CVs.

If you want to apply in a different way, please contact Dan Barnett to discuss an alternative arrangement (contact details on first page), djbarnett@exmoor-nationalpark.gov.uk

The closing date for applications is midnight on Monday 14th April 2025

Interviews are planned during the week commencing 21st April 2025 (at the Exford Depot)