

Exmoor National Park Authority

Recruitment Pack

Exmoor Pioneers Programme Co-ordinator

29.6 hours per week (4 days)

(4-year fixed term contract)



Working
together
for **Exmoor**

Welcome Message

Thank you for your interest in our vacancy with Exmoor National Park Authority. We are looking to appoint a Programme Co-Ordinator to play a key role in delivering the £1.5 million Exmoor Pioneers programme.

What makes Exmoor National Park such a special place? A unique landscape of moorland, woodland, valleys, and farmland, shaped by people and nature over thousands of years. Where high cliffs plunge into the Bristol Channel. On Exmoor, it is still possible to find tranquillity and peace as well as rediscover your sense of adventure, to catch a glimpse of wild red deer, be amazed by dark skies full of stars, and explore villages full of character.

Exmoor Pioneers is a 4-year programme funded by National Lottery Heritage Fund (NLHF), Exmoor National Park, and BMW. It is focused on the landscape of the old royal forest of Exmoor around Simonsbath and will deliver a programme of nature and heritage projects, a skills programme and a range of events and activities intended to help people engage with the place.

This exciting opportunity has arisen to co-ordinate the delivery of the Exmoor Pioneers Programme. The Exmoor Pioneers Programme Co-ordinator will play a key role in ensuring that the elements of the Exmoor Pioneers Programme work together to deliver its agreed outputs on time and to budget. They will also run the skills element of the programme comprising at least 10 internships. The Exmoor Pioneers Programme delivery is supported by a Wildlife Ranger, Heritage Ranger, Volunteer and Partnerships Coordinator and an Assistant Learning and Engagement Ranger.

We have a fantastic staff team who are skilled and committed to the best outcomes for Exmoor. If you have experience and skills to join the team, then I hope you will explore these pages further and apply for this post.

If you would like an informal discussion about the position, please contact Rob Wilson-North, Head of Access, Engagement and Estates, on 01398 322280.

We look forward to hearing from you.



A handwritten signature in black ink, appearing to read 'S. Bryan', written in a cursive style.

Sarah Bryan
Chief Executive

Background Information



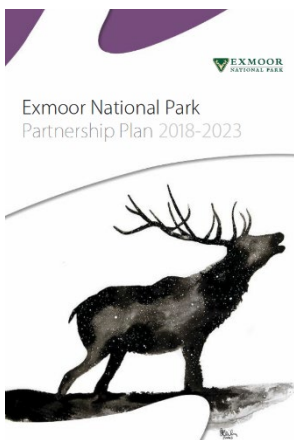
Exmoor is one of 15 National Parks in the UK. They are areas of protected countryside that everyone can visit and where people live, work and shape their landscapes.

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:

Go to 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, 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 projects and seasonal work.



The post of Exmoor Pioneers Programme Co-ordinator will manage delivery of the Exmoor Pioneers Programme and update National Heritage Lottery Fund (NHLF) on progress regularly. The Team sits within the Access, Engagement and Estates section but also works closely with colleagues in heritage, conservation, access and learning and engagement. The post will line manage the Wildlife Ranger, Heritage Ranger and Assistant Learning and Engagement Ranger, ensuring the team are cohesive and effective.

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:

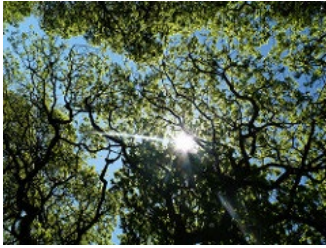
1. A clear response to the nature and climate crises.
2. A welcoming place for all, improving people's health and well-being.
3. A cared for landscape and heritage.
4. A place of flourishing, vibrant communities, and businesses.
5. A highly performing estate, delivering National Park purposes.
6. A great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

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

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, one in the historic village of Dunster, and one in the seaside town of Lynmouth.

We provide an annual leave allowance plus a pro rata entitlement to bank holidays, 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:	Exmoor Pioneers Programme Co-ordinator
REPORTS TO:	Head of Access, Engagement and Estates
SECTION:	Access, Engagement and Estates
GRADE:	G

MAIN PURPOSE OF JOB

- To coordinate the £1.5 million Exmoor Pioneers Programme - funded by the National Lottery Heritage Fund (NLHF) - which is focused on nature recovery, heritage conservation, engagement with new audiences, volunteering, health and wellbeing and skills development.
- To run the skills element of the programme whilst ensuring that the Pioneers programme delivers agreed outputs on time and to budget.

Key outcomes

- The Pioneers programme is well run and delivers the key agreed outputs on time and to budget.
- The NLHF is updated on progress quarterly.
- The work of the team is well managed, cohesive and effective.

RESPONSIBILITIES AND DUTIES

- Coordinates all the elements of the Exmoor Pioneers programme to ensure effective delivery of the programme.
- Has overall oversight of the public profile of the programme in terms of events and their coordination. This includes working alongside other members of the Pioneers team to prepare for and deliver on the ground.
- Line manages the three programme team members and has oversight of one seconded post, ensuring there is coordination across the programme
- Responsible for delivering the skills component of the programme by liaising with local education providers and host bodies.
- Convenes relevant programme meetings including the annual Partnership meeting and Pioneers staff meetings, and services these meetings (agendas, minutes and actions).
- Works with the Authority's Senior Communications Officer on publicity and press releases.
- Responsible for compiling quarterly reporting to the NLHF – coordinating input from the rest of the Pioneers team - for signing off by the Head of Access, Engagement and Estates.
- Works with senior staff to ensure compliance with ENPA Standing Orders and the terms of the NLHF grant.
- Responsible for managing the evaluation strand of the Programme, with a commissioned consultant, for sign off by Section Head.

REQUIRED SKILLS, KNOWLEDGE, AND EXPERIENCE

This post will operate at the Authority's Senior Officer level (e.g., Senior Conservation Officer). Whilst no formal qualifications are listed, substantial relevant experience is required.

- Experience of delivering/co-ordinating substantial projects or work programmes.
- Management/supervisory skills.
- Experience of managing contractors.
- Good understanding of the environmental sector and/or of Protected Landscapes.
- Experience of working with funding bodies and grant reporting.
- Experience of the skills sector, managing internships etc.
- Ability to work to deadlines and manage complex workloads.
- Project management skills.
- Ability to present information clearly to a variety of audiences.
- Good ICT skills (MS Office).
- Strong written communication.

Key competencies

- Excellent communication skills.
- Analytical and problem-solving skills.
- Good team working ethos.
- Organisational and prioritisation skills.

Key employment terms

Post title: Exmoor Pioneers Programme Co-ordinator

Office location and travel: The postholder will be employed by Exmoor National Park Authority and will be based at Exmoor House, Dulverton, Somerset, TA22 9HL.

The postholder may be required to work from other places of employment to attend training and meetings and will work out on site as well as in the office. Pool cars are available for use and business mileage incurred for these journeys using private vehicles will be reimbursed at the agreed casual mileage rate.

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 Personnel Policies and Procedures.

Contract status: This is a 4-year fixed term contract.

Grade and salary: The grade for this post is G with a pro rata salary of the current full time equivalent salary range of £36,124 to £40,476 (points 26-31) per annum. New employees are normally started at the bottom of the salary scale.

Hours of work: The hours of work are 29.6 per week under the Authority's flexible working arrangements.

Probationary period: The appointment will be subject to a probationary period of up to 6 months.

Leave entitlement: The annual leave entitlement for this post is pro rata the full time equivalent of 30 standard working days plus a pro rata allowance for bank holidays. The leave year is from 1 April to 31 March. The number of public/bank holidays may vary annually depending on the number of recognised English 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: 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. For more information about the new rules on recruiting people from outside the UK - please visit [Browse: Visas and immigration - GOV.UK \(www.gov.uk\)](https://www.gov.uk/browse/visas-and-immigration) 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 the HR Officer to discuss an alternative arrangement - Ellie Woodcock – 01398 322231, ewoodcock@exmoor-nationalpark.gov.uk

The closing date for applications is midnight on 10 December 2024.

Interviews are planned for 19 December 2024.