

Exmoor National Park

Recruitment Pack



Heritage Projects Officer (Heritage at Risk)

37 hours per week (part-time hours considered)

2.5 years fixed term contract

Welcome Message

Thank you for your interest in the role of Heritage Projects Officer.

What makes Exmoor National Park such a special place? Exmoor is designated a national park in recognition of its beautiful landscape, wildlife and cultural heritage. Exmoor has moorlands, woodlands, high cliffs and farmland, shaped by people and nature over thousands of years. It is a landscape of tranquillity and peace as well as a great place to walk, ride and explore nature.

Our vision is that Exmoor remains a beautiful landscape, leading the response to climate change and nature recovery, with a cared for landscape and heritage, a welcoming place for all, as well as a great place to live work and do business.

The Heritage Projects Officer will play a key role in supporting the delivery of this vision by ensuring the protection and management of the historic environment of Exmoor. The role is suited to someone with a passion for cultural heritage and an understanding of heritage management. You will develop practical conservation solutions for heritage assets at risk, working with a range of partners and stakeholders.

You will join a fantastic team of skilled and committed staff that are passionate about Exmoor's heritage, landscapes, wildlife and nature recovery and want to make a difference.

If you would like an informal discussion about the position, please contact Thomas Thurlow, Senior Heritage Officer on 01398 322285, or Ellie Woodcock, 01398 322231. We look forward to hearing from you.

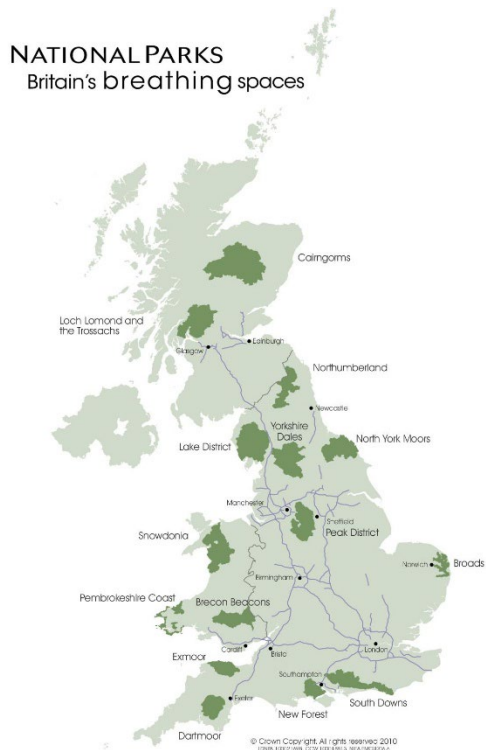


Sarah Bryan, Chief Executive



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 corporate team 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 Heritage Projects Officer sits with the Heritage Team within the Access, Engagement and Estates section, together with access, recreation and public rights of way, learning and engagement, estates, and Exmoor Pioneers but they work with other colleagues from across the whole organisation.

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 Plan which reflects the National Park Management Plan aims:

A nature-rich landscape

A net zero National Park, mitigating and adapting to climate change

Healthy natural resources

A cared for landscape and heritage

A welcoming place for all, that people feel connected to, improving their health and wellbeing

A great place for people to live, work and do business

A highly performing organisation

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

Exmoor's heritage

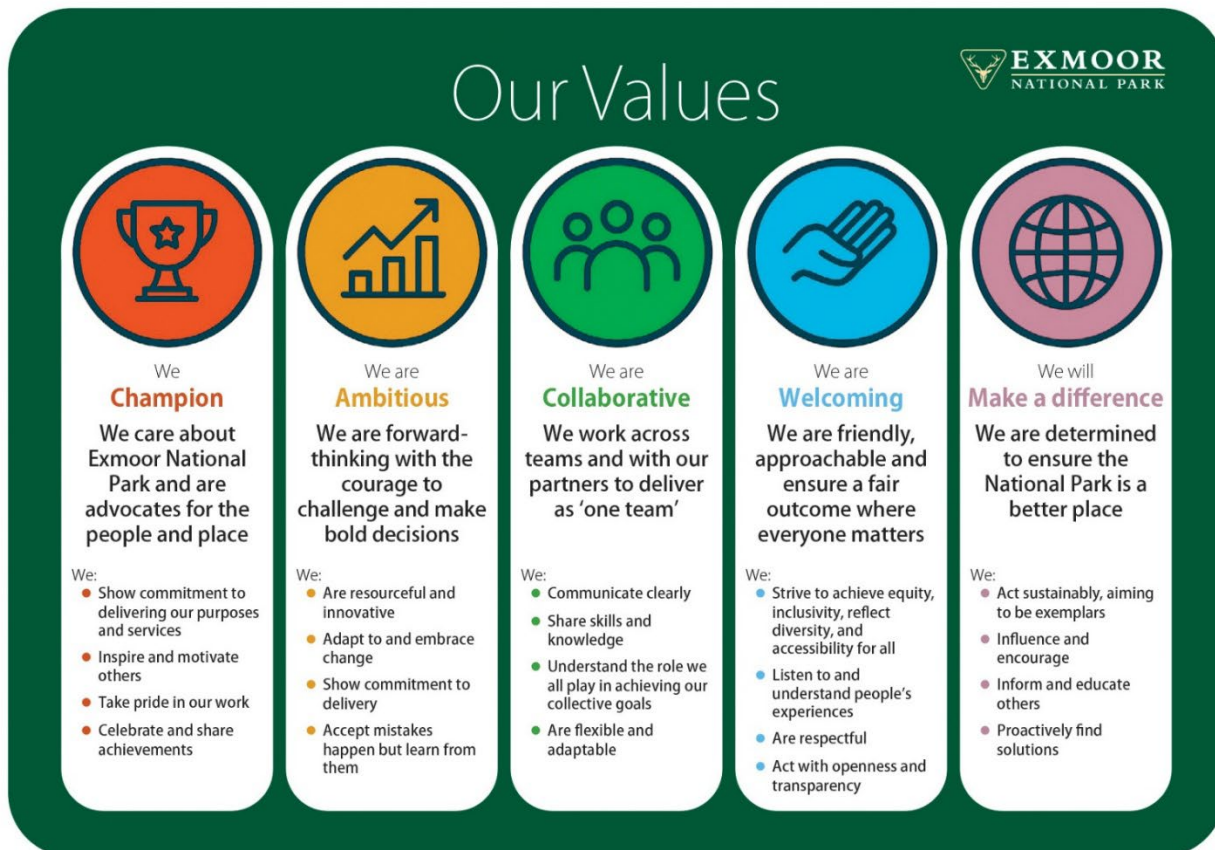


The whole Exmoor landscape is a record of how people lived there in the past. It is a particularly important landscape historically because there are so many undisturbed archaeological sites and monuments and probably more to be discovered. Research will contribute greatly to our understanding of the past in Devon and Somerset, and nationally.

Many historic assets are undesignated and lack statutory protection, and there are a growing number of threats to both designated and undesignated heritage assets.

For more information on this area of work, you may find our [‘Historic Environment’](#) pages on our website helpful.

Exmoor National Park Authority values



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

Staff well-being is important to us, and we understand that life throws us a curveball sometimes. Therefore, we always do our best to ensure that staff are supported and can enjoy a work-life balance. We promote flexible working and trust our staff to do their jobs.



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 regular staff study days, this may be the whole organisation or as a team/section, giving you the opportunity to get together with your colleagues from across the organisation 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 visit other National Parks, take part in activities to develop your knowledge of National Parks, whilst having fun and building new friendships.



We have a Women's Workplace Forum which provides a safe space for women across the organisation to share their experiences, develop skills and confidence and provide allyship.

Our Equity, Diversity and Inclusion Oversight Group meets regularly where it focuses on the organisation's aims in this area, provides an opportunity to listen to and learn from a diverse range of people and their experiences, which in turn raises awareness and informs us about where we can improve our services.

We also have a new Youth Board which will give younger people a say in our work whilst developing their own skills and experience.

Job description

Job title: Heritage Projects Officer (Heritage at Risk)

Reports to: Senior Heritage Officer

Section: Access, Engagement and Estates

Main purpose of job

- To develop and deliver Exmoor National Park's heritage at risk programme, identifying vulnerable heritage assets and coordinating repair and conservation projects for both designated and undesignated sites.
- To support the protection and improvement of the historic environment by maintaining accurate condition records, advising owners and partners, securing funding opportunities, and making heritage information more accessible to the public.

Key outcomes

- A decrease in the number of designated heritage assets 'at risk' within Exmoor National Park.
- An increase in the number of new heritage designations.
- An increase in the number of historic assets under appropriate management and in good/improving conditions.
- Increased understanding of the historic environment and an up to date and publicly accessible Historic Environment Record.
- All Conservation Areas have up to date appraisals and management plans.

Responsibilities and duties

1. Work with the Senior Heritage Officer to develop a heritage at risk programme for Exmoor National Park which will require the postholder to:
 - Identify new heritage assets at risk.
 - Regularly update the Historic Environment Record with condition information.
 - Prepare, oversee and deliver repair projects for designated and undesignated heritage assets.
2. The postholder is responsible for delivering the heritage at risk programme.
3. Carry out or supervise condition assessments of heritage assets.
4. Work with other specialists to design solutions to condition issues.
5. Give specialist advice on project planning, recording, archaeological evaluation and building analysis and other investigations leading to repair.

6. Develop online technical advice toolkits for owners of heritage assets.
7. Provide expert advice to owners regarding maintenance, repair, statutory consents, and constructive conservation.
8. Prepare and submit applications to Historic England for heritage asset designation.
9. Identify grant opportunities (e.g., Natural England Countryside Stewardship, National Lottery Heritage Fund, Farming in Protected Landscapes programme).
10. Prepare and assist with grant applications.
11. Assist with Enforcement Notices, Urgent Works Notices and Repairs Notices where necessary.

Required skills, knowledge, and experience

Essential

- Degree in heritage conservation, archaeology, building conservation, or related field.
- Proven experience in heritage management, project management, archaeological conservation or building repair.
- Strong understanding of government heritage policies and statutory consents
- Ability to collaborate with diverse stakeholders.
- Good written communication skills
- IT skills (Microsoft Office)

Desirable

- Experience of working constructively with owners and other partners as a practitioner in the repair and management of heritage assets.
- Research and report writing experience.
- Experience of working with Historic Environment Records.
- Experience of using QGIS.

Personal attributes

- Tact and diplomacy, and negotiating skills
- A positive and proactive approach to work
- A collaborative worker that can work with a range of stakeholders
- Innovative in finding new solutions
- Strong communication skills and the ability to use plain English when explaining technical subjects
- Attention to detail

Key employment terms

Post title: Heritage Projects Officer (Heritage at Risk)

Office location and travel: The postholder will be employed by Exmoor National Park Authority and will be based at the Authority's headquarters at Exmoor House, Dulverton, Somerset, TA22 9HL. Their work will be a mix of office, home and site working and will be required to work from other places both inside and outside the National Park boundaries to attend sites and training.

The Authority has pool cars available to use but if one is not available, business mileage incurred on these journeys will be reimbursed at the agreed 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 HR Policies and Procedures.

Contract status: This role has fixed term funding for 2.5 years.

Disclosure and Barring Check: This post does not require a Disclosure and Barring Check.

Grade and salary: The grade for the Heritage Projects Officer is F with a current full-time equivalent salary range of £32,597 to £36,363 per annum (pro-rata if part-time). The pay award for 2026/27 is currently being negotiated.

Hours of work: The hours of work are 37 per week; however, we will also consider part-time hours. The Authority's flexible working arrangements apply to this role and will be a mix of office and home, and site working. However, we do expect new employees to work from the office most of the time during their probationary period to ensure they can learn the role and connect with colleagues.

Probationary period: The appointment will be subject to a probationary period of 16 weeks, with a possible extension of a further 4 weeks where the employee has almost, but not quite, reached the standards required.

Leave entitlement: The annual leave full-time equivalent entitlement is 30 days plus bank holidays (both pro-rata if part-time). The leave year is from 1 April to 31 March.

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, Data Protection, Equity and Right to Work in the UK

Privacy and data protection

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 them. Physical records are stored in the HR office 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 carrying out 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.

Equity

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 to work in the UK must have the right to work before employment starts. British and Irish citizens can usually prove this through acceptable documents, while many other applicants will need to evidence their immigration status, often using the Home Office online right-to-work checking service.

Exmoor National Park Authority does not currently hold a sponsor licence. If a successful applicant requires sponsorship to work in the UK, the Authority will need to consider whether the role and applicant meet the relevant visa requirements and whether to apply for a sponsor licence. Employment cannot commence unless the individual has valid permission to do the work in question.

Before any offer of employment is confirmed, the Authority will carry out right-to-work checks in line with current Home Office guidance. Applicants should refer to the latest [GOV.UK](#) guidance on proving the right to work in the UK and visa/immigration requirements.

How to apply

Please complete and submit the online application on Webrecruit by clicking on the link to apply on our Jobs pages on the [Website](#). Please ensure 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

Closing date for applications: 7 September 2026 (midnight)

Interviews are planned for: 23 September 2026