



Exmoor National Park

Senior Natural Resources Officer



Senior Natural Resources Officer

37 hours per week – 2-year fixed term contract

(Applications for those wishing to work part-time hours are also welcomed)

Welcome Message

Thank you for your interest in the role of Senior Natural Resources 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, a welcoming place for all, as well as a great place to live work and do business. This is an opportunity to play a key role in delivering healthier catchments, more resilient ecosystems and lasting benefits for nature, climate and communities.

Using a partnership working approach, this role will lead and support actions that help us achieve our vision to improve the conditions of Exmoor's rivers, streams, soils, air and water resources, and meet one of the key goals of the Government's Environmental Improvement Plan to ensure that we are using our resources from nature sustainably.

This exciting role requires a self-motivated, proactive and positive person that is passionate and committed to improving natural resources and supporting nature recovery and is an excellent collaborator and communicator.

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

If you would like an informal discussion about the position, please contact Clare Reid, 01398 322235, 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.

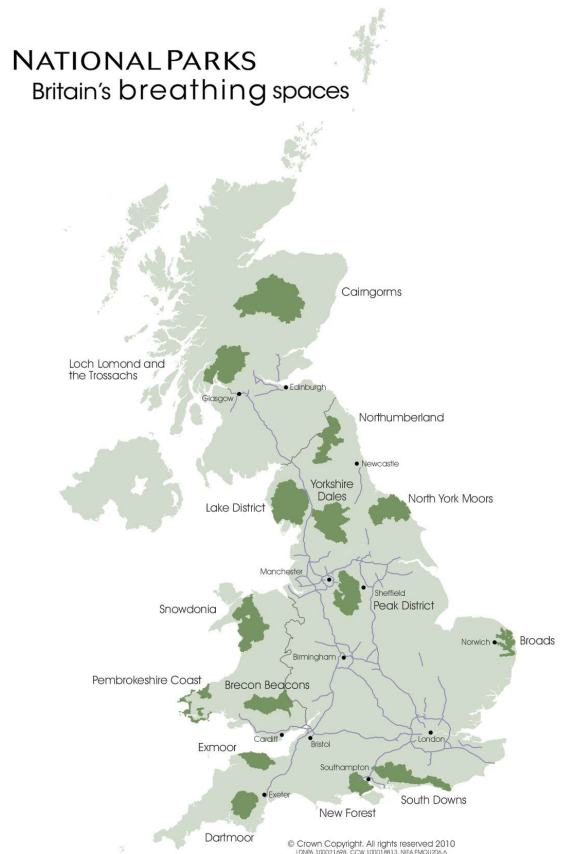
Exmoor National Park Authority works to achieve the two National Park purposes:

"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 support staff within Finance, Facilities, Corporate support, IT and GIS, 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 Senior Natural Resources Officer sits in the Climate, Nature and Communities section which also includes our Natural Environment Team (ecology, landscape, woodlands, farming and planning policy and development management). The post holder will report directly to the Natural Environment Manager and work closely and collaboratively within the wider team and teams from across the organisation.

As a small organisation, we often 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

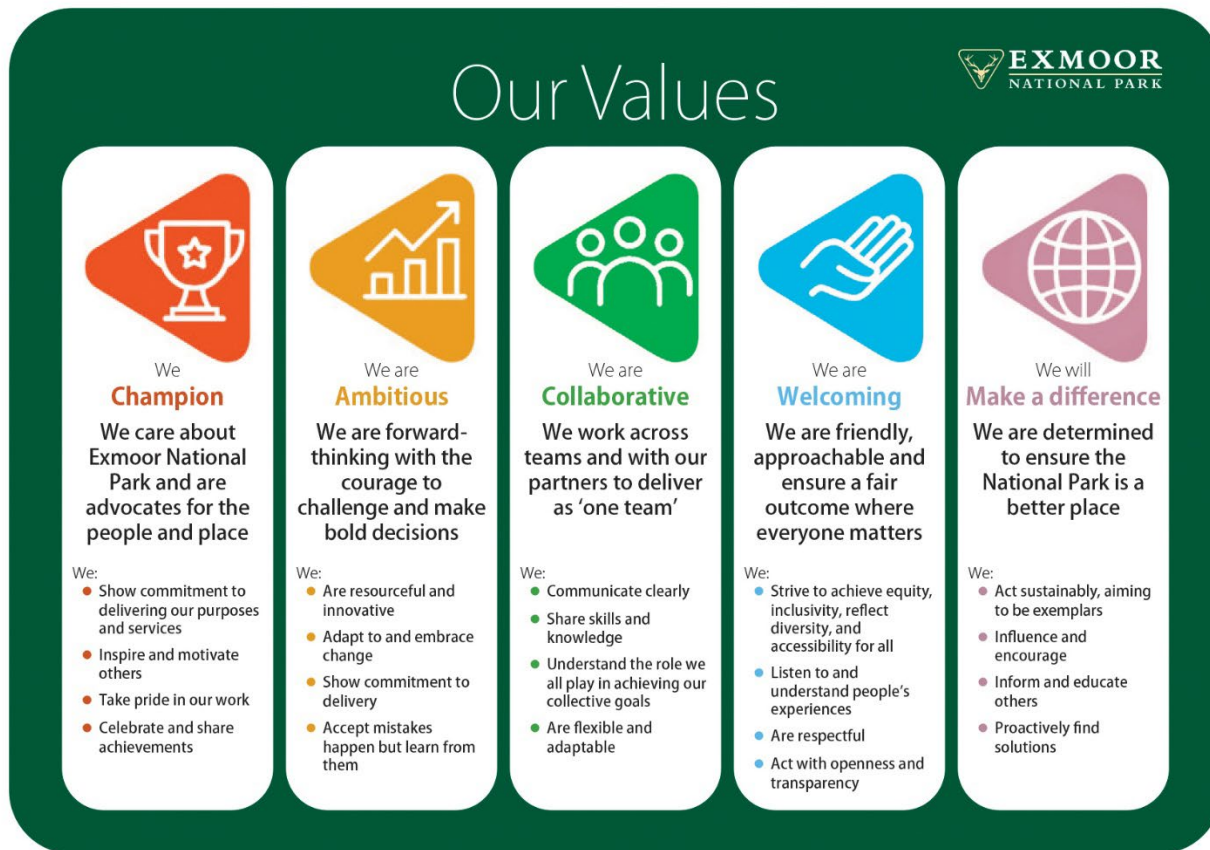
A welcoming place for all, that people feel connected to, improving their health and wellbeing

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

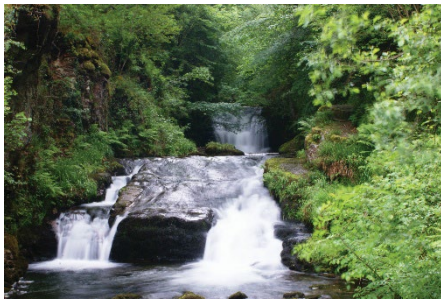
A highly performing organisation

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

Our values



Exmoor's natural resources



Exmoor's natural resources face growing pressures from pollution, ecological damage and climate change, with increasing risks of flooding and drought. The National Park Management Plan commits partners to expand natural flood management and nature-based solutions that slow the flow, improve water infiltration and storage, reduce flooding and water stress, and maintain sufficient water and flows for nature. It also seeks to reduce nitrogen and ammonia pollution to help achieve the conservation objectives of statutorily designated wildlife sites, requiring coordinated action within and beyond the National Park. Sustainable soil management will reduce compaction, improve water retention and support food production, biodiversity, carbon storage and flood mitigation, while strengthening resilience to extreme weather and underpinning farm profitability.

This role will build and strengthen strategic partnerships, bringing organisations together to agree shared priorities, identify funding opportunities and coordinate action. It will help to turn the Management Plan commitments into practical projects and land management advice, supporting the Government's Environmental Improvement Plan and delivering lasting benefits for people and nature.

More information about our plans for healthy natural resources can be found here [Healthy natural resources | Exmoor](#)

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 from 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 Youth Board which gives younger people a say in our work whilst developing their own skills and experience.

Job description

Job title: Senior Natural Resources Officer

Reports to: Natural Environment Manager

Section: Climate, Nature and Communities

Main purpose of job

- To lead and support practical, partnership-based action that improves the condition of Exmoor's rivers, streams, soils, air and water resources.
- To help land managers and partners deliver healthier catchments, more resilient ecosystems and lasting benefits for nature, climate and communities

Key outcomes

- A clear delivery plan is developed and implemented for the Natural Resources section of the Exmoor National Park Management Plan, with agreed priorities, partners, funding opportunities and measures of progress.
- Priority projects are developed and delivered with farmers, land managers, riparian owners, local communities and partners to improve river and stream habitats, reduce air and water pollution and flood risk, safeguard water resources and strengthen climate resilience.
- Better evidence, monitoring and reporting are used to target action, demonstrate progress and support joined-up delivery across Exmoor's natural resources, rivers and streams.

Responsibilities and duties

1. Strategic delivery and programme planning

- Develop and maintain the delivery plan for the Healthy Natural Resources section of the Exmoor National Park Management Plan, setting out priorities, actions, partners, funding opportunities and measures of progress.
- Work with partners to identify priorities, coordinate delivery and report progress against the National Park Management Plan objectives for Healthy Natural Resources and other related objectives.

2. Project development and delivery

- Develop, lead and support practical projects that improve river and stream habitats, restore natural function, enhance wetlands and riparian habitats, reduce pollution and sedimentation, safeguard water resources and strengthen resilience to flooding, drought and climate change. Projects could include:
 - Working with landowners, riparian owners and local communities to develop projects to reduce flood risk, enhance biodiversity and support climate adaptive planning.
 - Working with partners including the Environment Agency, National Trust, Westcountry Rivers Trust and local stakeholders to develop catchment-scale natural flood management and nature-based solutions
 - Developing and delivering projects on ENPA's Estate to enhance natural resources including natural flood management and nature-based solutions such as leaky dams, tree-hinging, scrapes and wetlands, floodplain reconnection, planting riparian trees and woodland, working closely with other specialists including Ecology, Woodland, Heritage and Estates teams.

- Identify funding opportunities and contribute to bids, tenders, grant claims and funding reports that support natural resource, catchment restoration and climate resilience work.
- Oversee project delivery from feasibility, survey, design and permissions through to procurement, contractor management, implementation, monitoring and evaluation.
- Ensure projects are carefully designed and sympathetic to National Park purposes and other objectives including heritage and natural beauty.
- Procure, brief and manage consultants, contractors and suppliers as required, ensuring work is carried out to agreed standards, safely, on time and to budget
- Ensure projects are delivered safely, to agreed standards, on time and within budget, with appropriate attention to health and safety, CDM responsibilities and other regulatory requirements.

3. Advice, land management and practical support

- Provide advice to farmers, land managers, communities and partners on sustainable land management, soil health, water quality, river habitats, sustainable water use, air quality, biodiversity, natural flood management and other nature-based solutions.
- Support land managers to identify and deliver practical measures that reduce diffuse pollution, improve catchment function and biodiversity, support climate resilience and make best use of relevant agri-environment, grant and funding opportunities, working with Farming in Protected Landscapes colleagues.
- Promote and apply catchment-based principles internally and externally in water and land management.
- Provide advice and technical expertise to inform funding decisions on natural resources applications for Farming in Protected Landscapes and Wildlife Rich Habitat funding programmes which the Authority administers.
- If funding is successful, work with Natural England and Environment Agency to support Catchment Sensitive Farming advice on Exmoor to reduce pollution, improve soil health, protect water resources, support climate adaptation and build resilience to climate change.

4. Partnership working and engagement

- Set up and convene Exmoor Natural Resources partnership meetings.
- Build and maintain effective relationships with stakeholders, including landowners, farmers, community groups and partner organisations, to develop and progress projects.
- Represent the Authority at relevant forums, workshops, catchment partnerships and project meetings.

5. Evidence, monitoring and reporting

- Work with partners to gather evidence, coordinate monitoring and share data on water quality, water resources, soils, and riparian / wetland habitats to inform priorities, target action and track progress.
- Work with Natural England, Environment Agency, Westcountry Rivers Trust and other partners to monitor river quality and gather evidence and information on sources of pollution to inform actions to improve water quality.
- Maintain accurate project records, monitor budgets, schedules and milestones, and provide clear updates for managers, funders, partners and other stakeholders.
- Use monitoring, evaluation and reporting to demonstrate progress, support adaptive project delivery and inform future priorities and funding bids.

Required skills, knowledge, and experience

- Relevant degree, professional qualification or equivalent experience in environmental science, ecology, geography, land management, agriculture, hydrology, catchment management or a related field.
- Good working knowledge of sustainable actions to improve the benefits and function of natural resources such as rivers, streams, soils and clean air.
- Experience of delivering practical natural resource projects such as natural flood management, undertaking surveys and monitoring.
- Understanding of upland farming and land management systems, agri-environment schemes, pollution reduction, natural flood management and climate resilience in protected landscapes.
- Experience of partnership working, project development, monitoring, reporting and using evidence to inform practical environmental delivery.
- Proven track record of excellent project management skills.
- Proven ability to appoint, evaluate and effectively manage contractors, including ability to challenge work considered below standard.
- Ability to set and work to deadlines and self-motivation to prioritise work commitments and manage multiple/competing work demands
- Analytical skills to critically assess information to identify key issues and test options or solutions.
- Decision-making experience and ability to deal with complex and sensitive policy issues.
- Excellent information technology skills including Microsoft Office, the use of planning software applications and mapping software e.g. QGIS.
- Excellent communication and presentation skills to a variety of audiences using persuasive language to present, explain and defend an approach or policy proposal.
- Excellent written skills using clear, concise and unambiguous language, in particular the use of precise and appropriate written English for clear and robust planning policies and reports.
- Ability to manage confidential information appropriately and within GDPR requirements.
- A valid driving license.

Personal attributes

- A professional, positive and proactive approach to work.
- Personal drive and the ability to maintain commitment despite setbacks or problems.
- Innovative in seeking and finding agreed solutions.
- An excellent communicator with listening skills
- Ability to relate well to a range of people.
- A tactful, diplomatic approach and negotiation, persuasion and conflict management skills.
- A collaborative worker that can work within multi-disciplinary teams.
- Flexible – being able to work outside normal office hours, such as attending events or meetings in the evening or weekend.

Key employment terms

Post title: Senior Natural Resources Officer

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.

The postholder will work from other places of employment both inside and outside the National Park boundary, including site visits, and working from other National Park premises. 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 is a 2-year fixed term contract.

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

Grade and salary: The grade for the Senior Natural Resources Officer is G with a current full-time salary range of £38,510 to £43,149 per annum (pro rata if part-time).

Hours of work: The hours of work are 37 per week but we would consider part-time hours. The role is a blend of office, on-site and home working and the Authority's flexible and homeworking arrangements can apply to this role. We expect all new staff to come into work during their probationary period to ensure they learn the role and connect with colleagues.

Probationary period: The appointment will be subject to a probationary period of up to 16 weeks, with a possible extension of a further 4 weeks when 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 (pro rata if part-time). The leave year is from 1 April to 31 March. You are entitled to a proportion of annual leave if you are employed for part of the year.

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; and 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 Somerset Council and Devon County Council)
- 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 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, is a signatory on the [Charter for Employers Positive about Mental Health](#) and has signed the Menopause Workplace Pledge. 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 could not 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: 24 November 2026 (midnight)

Interviews are planned for: 9 December 2026