

Exmoor National Park

Recruitment Pack



Corporate Administration Officer

37 hours per week (part-time hours considered)

Welcome Message

Thank you for your interest in the role of Corporate Administration 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.

The Corporate Administration Officer will play an important role in supporting the delivery of this vision by ensuring that our corporate, governance and administrative functions are effective and efficient. This exciting role requires a collaborative and well-organised approach to supporting Exmoor National Park Authority's (ENPA's) Chief Executive, Leadership Team and senior officers and corporate support service.

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 Sarah Bryan, Chief Executive, on 01398 322281, 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.



NATIONAL PARKS
Britain's breathing spaces



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 Corporate Administration Officer sits within the Enterprise and Operations section, alongside Finance, IT, HR and Member support but they work closely with 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.

About this role

Providing effective and efficient administrative support to our Chief Executive, Leadership Team, Senior Officers and Members helps us deliver our aims and priorities and ultimately deliver ENPA's vision.

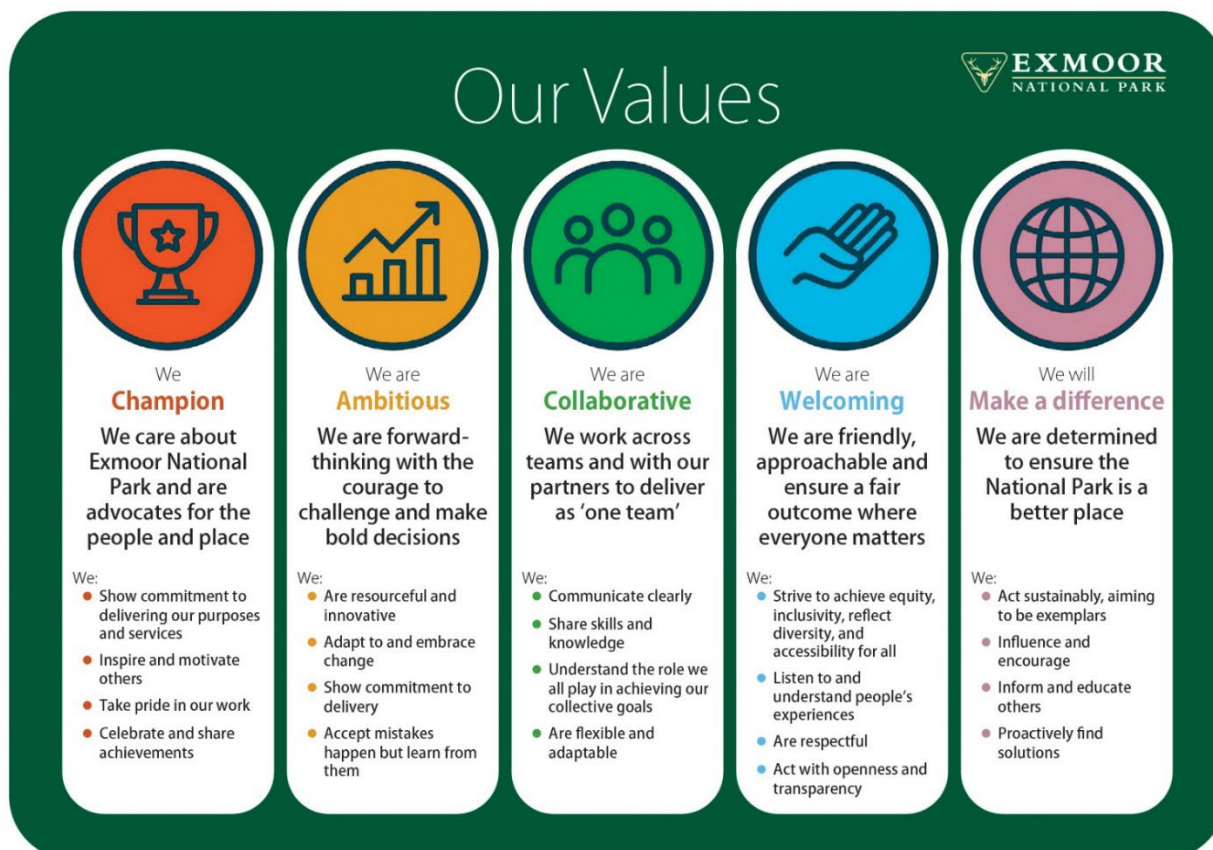
This busy role is never dull as it involves many areas of work ranging from PA to the Chief Executive, organising travel and accommodation, arranging ministerial visits, meetings, and conferences, and coordinating responses to complaints and Freedom of Information requests.

An important part of the role will be supporting Leadership Team to monitor progress against the [Corporate Plan 2026-2030](#) and its actions and pulling together progress reports for our Board. Through this work, you will get a good understanding of what we do and the projects that ENPA are involved with.

The role will also cover for colleagues when they are away to ensure support is provided to our Board Members and HR.

For more information on this area of work, you may find our ['About Us'](#) 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: Corporate Administration Officer

Reports to: Head of Enterprise and Operations

Section: Enterprise and Operations

Main purpose of job

- To ensure an effective, efficient and professional administrative service to the Chief Executive, Leadership Team and Senior Officers across Exmoor National Park Authority (ENPA).
- To provide support to statutory and governance processes, for example, FOI requests, complaints, Corporate Plan monitoring, and to ENPA's Committees, working groups and panels, ensuring as part of a team this work is carried out efficiently and in accordance with statutory requirements.

Key outcomes

- The Authority has an efficient corporate support service that ensures that the Chief Executive, Leadership Team and Senior Officers can work effectively.
- All FOI requests and complaints are managed to statutory requirements and timeframes.
- Support is provided to ensure efficient delivery and monitoring of statutory documents.
- Quarterly and annual reporting is timely and accurate.
- Information relating to the Authority's business, decision making and functions and publication scheme is up to date and can be accessed by the public.
- Members are supported in their duties, and governance requirements are met.

Responsibilities and duties

1. Provides a comprehensive executive administrative support service for the Chief Executive, Leadership Team and Senior Officers, including organising attendance at meetings, conferences and workshops and liaising with stakeholders such as those in government departments, other National Parks, farmers, landowners and councillors.
2. Prepares itineraries and makes practical arrangements for travel, and visits from senior officials and partner organisations. They may also assist staff with travel and other related bookings.
3. Supports Officers to ensure the Authority's strategic documents are effectively delivered and monitored, including progress against the Corporate Plan.
4. Coordinates and responds to Freedom of Information requests, complaints and compliments, monitoring and collating data for quarterly and annual reporting.

5. Provides information, options and advice to officers and Members on the application of corporate policies, systems and procedures and legislative requirements and contributes to the review, development and preparation of governance procedures.
6. Maintains registers such as declarations of staff interests and signed contracts and holds the official seal and records its use.
7. Implements the Authority's publication scheme under the Freedom of Information Act 2000 and Local Government Transparency Code 2015, ensuring the Authority meets statutory requirements.
8. Proof-reads key documents, makes suggestions and changes, for example policy documents, strategies, plans, reports, complaint and FOI responses, letters, etc.
9. Carries out a variety of activities to support the effective operation of the Authority, such as providing support to project teams and responding to emerging situations as they happen, particularly when quick action is needed.
10. Contributes to the success of the organisation by ensuring a collaborative and innovative approach, open to new ideas, suggesting and developing new ways of working to improve efficiency.
11. Provides support to the HR Officer and Democratic Support Officer as required, including:
 - Drafting and distributing timetables, agendas, statutory notices and reports and collating Committee Reports, making them available publicly on the Authority's website when required.
 - Drafting policy.
 - Organising public meetings such as meeting room set up, PA system and recording equipment.
 - Attending Committee meetings to take and prepare draft minutes and follow up correspondence where necessary.
 - Deals with public enquiries on matters relating to committee business and procedures.

Required skills, knowledge, and experience

- GCSE (or equivalent) in English and Maths.
- A-level, NVQ Level 3-4, qualification in a relevant subject such as Business Administration, Secretarial, Executive or PA, or legal studies.
- Experience of working in business, legal and/or executive administration.
- Good knowledge and understanding of business and governance legal frameworks, preferably with experience of working in a local government setting with an understanding of legal frameworks and governance in the public sector.

- A strong understanding of:
 - Office systems and administrative processes.
 - Diary, email and meeting management practices
- Knowledge of data protection and confidentiality
- Excellent working knowledge of Microsoft Office 365 (Outlook, Word, Excel, Teams, SharePoint, etc)
- Fast and accurate keyboard skills.
- Confident in the use of digital productivity tools, including AI-assisted applications
- Able to work independently and as part of a team.
- Experience of organising travel arrangements.
- Political awareness.
- Experience of Committee administration (desirable).

Personal attributes

- Excellent organisational and time management skills.
- Innovative in finding new ways of working.
- Strong written and verbal communication, with excellent command of language.
- Attention to detail and accuracy.
- Reliable, discreet and diplomatic.
- A positive and proactive approach to work.
- A collaborative worker that can work across teams.

Key employment terms

Post title: Corporate Administration 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 may work from other places during their employment both inside and outside the National Park boundary to attend training, conferences or take part in site visits. 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 permanent role funded by core budget.

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

Grade and salary: The grade for the Corporate Administration 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-based 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 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: 31 August 2026 (midnight)

Interviews are planned for: 14 September 2026