

Exmoor National Park

Recruitment Pack



Senior Facilities Officer

37 hours per week – permanent contract

Welcome Message

Thank you for your interest in the role of Senior Facilities 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 Senior Facilities Officer will lead the Facilities Team who play an important role in supporting the delivery of this vision by ensuring that our buildings, public facilities, vehicles, systems and associated services are safe, compliant, well-maintained, and fit for purpose. This exciting role requires a proactive and positive approach to delivering Exmoor National Park Authority's (ENPA's) facilities management 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 Ben Barrett, Head of Enterprise and Operations, on 01398 322222, 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 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 Facilities team sits within the Enterprise and Operations section, alongside Finance, Corporate Support, 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.

Our estate



National Park Centre Dulverton, Exmoor House (HQ)



Pinkery Centre for Outdoor Learning (Simonsbath)

ENPA is a major landowner and leaseholder (owning approximately 7% of the National Park, which is a larger proportion of the national park than any other English National Park Authority).

The diverse estate covers 4,700ha most of which is let to tenant farmers, 380ha of woodland and the balance being historic buildings, archaeological sites, historic railways, offices, National Park Centres, toilets, car parks and picnic sites. In total there are 70 properties, the capital value of which is approximately £20 million.

For more information on our Estate, you may find our [Estates Strategy](#) helpful.

Exmoor National Park Authority values



Our Values



We are
Champion

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



We are
Ambitious

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



We are
Collaborative

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



We are
Welcoming

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



We will
Make a difference

We are determined to ensure the National Park is a better place

We:

- Act sustainably, aiming to be exemplars
- Influence and encourage others
- 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 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: Senior Facilities Officer

Reports to: Head of Enterprise and Operations

Section: Enterprise and Operations

Main purpose of job

- To provide operational leadership for the Authority's facilities function, ensuring that buildings, public facilities, vehicles, compliance systems and associated services are safe, compliant, well-maintained and fit for purpose.
- To coordinate and prioritise facilities activities, manage the Facilities team and contractors, and ensure statutory compliance requirements are effectively delivered and monitored.

Key outcomes

- All Authority buildings and facilities are well maintained, well presented, safe, clean, and fit for purpose and meet best value, efficiency and carbon targets.
- All relevant standards of statutory compliance are met.
- Vehicles are in good working order, safe and available for staff to book.
- All necessary records are maintained.

Responsibilities and duties

1. Provides operational leadership for Exmoor National Park Authority's facilities function, ensuring that buildings, public facilities, vehicles, compliance systems and associated services are safe, compliant, well maintained and fit for purpose.
2. Manages the Facilities Team, coordinates contractors and leads day-to-day facilities activity across the Authority's operational buildings and public sites.
3. Leads the inspection, maintenance and improvement of Authority buildings, public facilities and associated assets, ensuring issues are identified, prioritised and resolved effectively.
4. Ensures statutory compliance requirements are met, including arrangements relating to fire safety, asbestos, legionella, fixed wiring, private water supplies, drainage systems and health and safety processes.
5. Plans, commissions and supervises repairs, maintenance works, refurbishment projects, utilities and service contracts, including tendering, contractor management, project management and sign-off of completed works.
6. Maintains accurate records, compliance certificates, property information and approved contractor lists, using appropriate systems and databases.

7. Manages the Facilities Team and supports the effective day-to-day operation of facilities services, including cleaning standards, stationery and consumables, pool car booking arrangements and storage/logistics support for National Park Centres.
8. Ensures Authority vehicles are safe, serviced, repaired and available for staff use.
9. Supports the safety and security of buildings, staff and visitors by overseeing fire drills, alarm arrangements, keyholder processes, emergency call-outs and responses to incidents such as flooding or intruder alarms.
10. Leads on car park charging arrangements, acting as the main contact for ticket machine providers, monitoring income, managing breakdowns and supporting future charging proposals.
11. Monitors facilities costs, utilities and energy use, recommending improvements that support efficiency, best value and carbon reduction targets.
12. Advises on the effective use of space across operational buildings and contributes to policies and initiatives that improve the performance, sustainability and presentation of the Authority's estate.

Required skills, knowledge, and experience

- IOSH Managing Safely or an equivalent practical health and safety qualification, e.g., legionella, asbestos and fire safety management
- NEBOSH and Facilities Management, CDM qualifications as desirable.
- Experience of line management/supervision of a facilities management team.
- In-depth knowledge and understanding of facilities management and practical skills – managing a wide range of services, equipment, materials, and repairs.
- Knowledge and understanding of the Construction Design Management Regulations (CDM) 2015.
- Knowledge of building construction and maintenance.
- Proven ability to lead on and apply a comprehensive knowledge of Health and Safety in relation to facilities management, from asbestos and legionella to ladder inspection and PAT testing.
- Excellent project management skills
- Proven ability to appoint, evaluate and effectively manage contractors, including ability to challenge work considered below standard.
- Proven ability to analyse issues and deliver effective solutions.
- Confident and competent with a range of IT equipment and programmes.
- A full driving licence.

Key competencies

- Proactive and practical approach
- Well organised to manage competing priorities
- Excellent communication skills
- Positive and collaborative approach
- Innovation and problem-solving, and creative to new ways of working and service improvements.
- Attention to detail

Key employment terms

Post title: Senior Facilities 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 permanent contract.

Disclosure and Barring Check: This post requires an enhanced DBS check as work may be carried out at our Pinkery Centre for Outdoor Learning.

Grade and salary: The grade for the Senior Facilities Officer is G with a current full-time equivalent salary range of £37,280 to £41,771 per annum. The pay award for 2026/27 is currently being negotiated.

Hours of work: The hours of work are 37 per week. The Authority's flexible and homeworking arrangements can apply to this role but most work will need to be carried out from the office or on-site. 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 4 months, with a possible extension of a further month 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. 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 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 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: 9 September 2026 (midnight)

Interviews are planned for: 16 September 2026