EXMOOR NATIONAL PARK

Exmoor National Park

Scanning Admin Assistant



Scanning Admin Assistant

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 Scanning Admin Assistant.

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.

Exmoor National Park Authority is the local planning authority for the National Park and is responsible for ensuring that development is of the right scale, directed to appropriate locations and conserves and enhances the character and appearance of the National Park. This is an opportunity to play a key role in helping our Development Management team have a digitised and accessible historic record for one of the UK's most special landscapes. Therefore, this role requires a self-motivated, well-organised and positive person that can work independently.



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 Joe White, 01398 322256, or Ellie Woodcock, 01398 322231. We look forward to hearing from you.





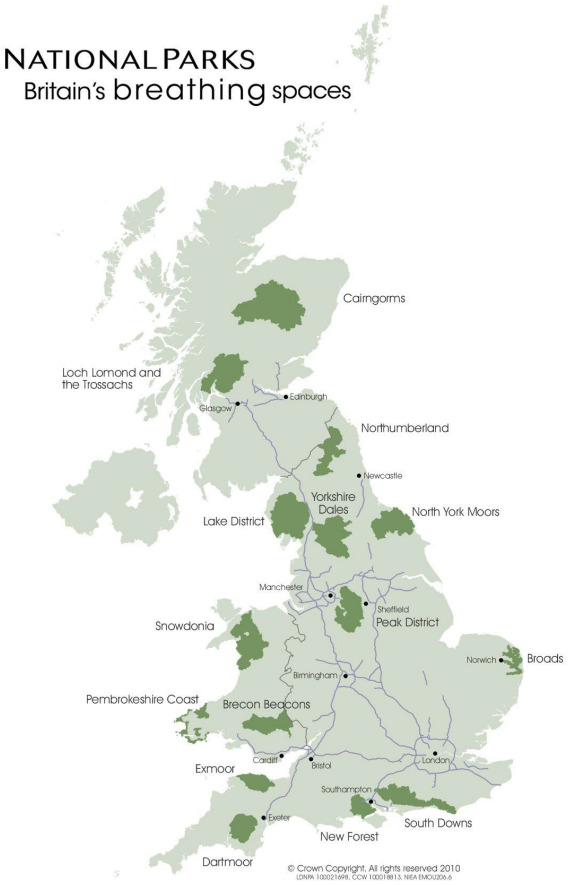
Sarah Bryan
Chief Executive

disability confident EMPLOYER

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.

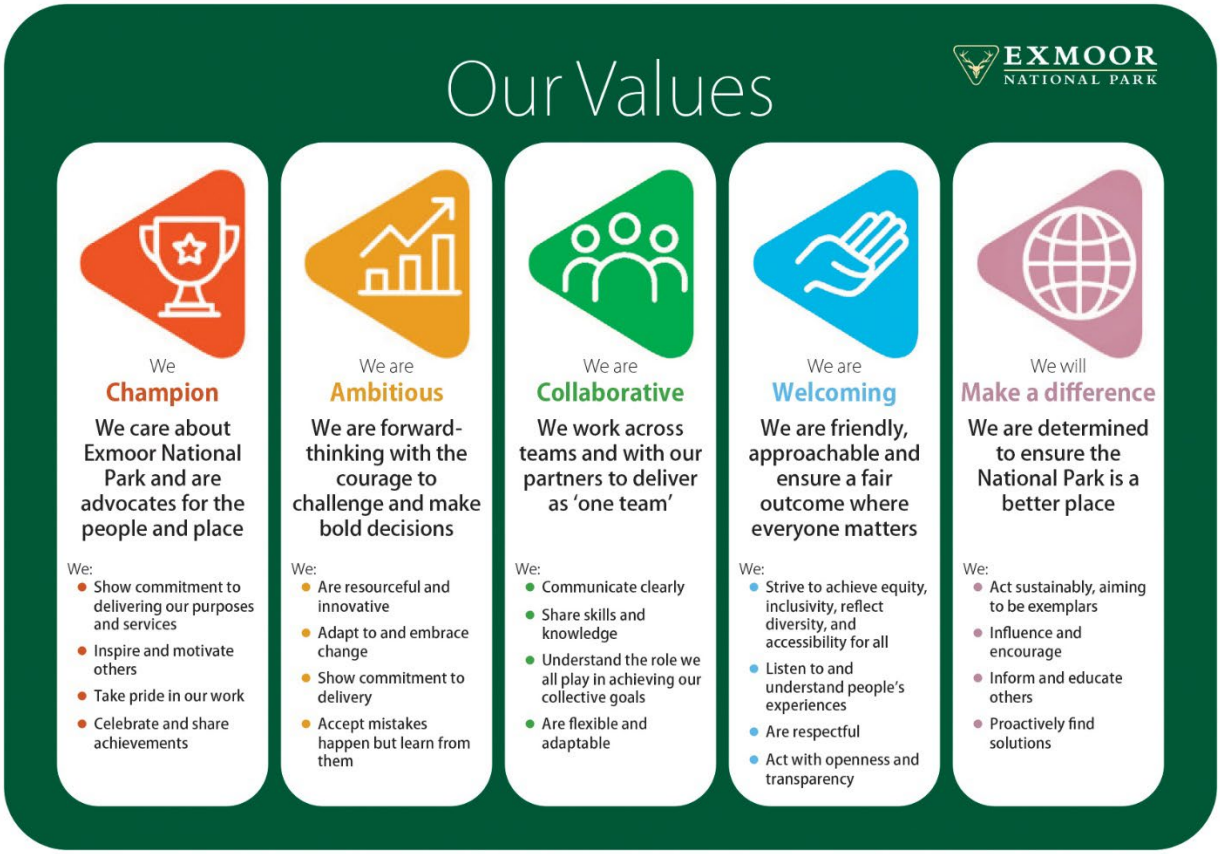
The post of Scanning Admin Assistant sits in the Climate, Nature and Communities section within the Development Management Team. The post holder will report directly to the Development Manager and work closely and collaboratively with planning staff.

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



Planning service



The built environment, individual buildings, villages and settlements are as much a part of what makes Exmoor special as the natural beauty, wildlife and bustling communities. Planning has a vital role to play in ensuring that new development is well designed and carefully sited so that it contributes to the variety and quality of Exmoor's landscape and provides homes and work places for its inhabitants. Exmoor National Park is a working and living community where development is necessary to ensure that the needs of the community, businesses and visitors are met.

Many historical planning applications and enforcement documents are held in paper-format by the Authority and our aim is to ensure that this information is digitised to be accessible to everyone, both for staff and our customers.



More information about planning services can be found here Planning | Exmoor

Working for us



Exmoor House
Exmoor National Park / Pantopic

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.

MINDFUL EMPLOYER

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.

SNPS
Society of National Park Staff



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 focusing on the organisation's aims in this area, providing 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: Scanning Admin Assistant

Reports to: Development Manager

Section: Climate, Nature and Communities

Main purpose of job

- To scan and digitise all historic planning and enforcement records.

Key outcomes

- All historic planning and enforcement files are in digital format and accessible.

Responsibilities and duties

1. Review historic paper-based planning files.
2. Remove all unnecessary information and discard in an appropriate manner in line with Data Protection regulations.
3. Scan necessary documents into a digitised and accessible format.
4. Accurately update the planning applications database.
5. Carry out other duties of a support/administrative nature as may from time to time be required.

Required skills, knowledge, and experience

- Good level of IT competence, especially Windows based software
- Experience of working with Adobe Acrobat, including redacting information
- Good verbal and written communication skills - able to communicate with staff at all levels in a confident and knowledgeable way
- Able to work independently under their own initiative
- Able to complete a wide range of scanning tasks to a high standard including accurate data entry
- Ability to prioritise their work.
- Ability to work as part of a team and prepared to listen and invite views of others

Desirable:

- An understanding of planning processes
- Experience of scanning documents

Interpersonal skills

- A positive and proactive approach to work.
- Organised and adaptable, with strong attention to detail.
- Ability to work to deadlines.

Key employment terms

Post title: Scanning Admin Assistant

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 of employment both inside and outside the National Park boundary, e.g., to attend 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 is a 2-year fixed term contract with fixed funding.

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

Grade and salary: The grade for the Scanning Admin Assistant is B with a current salary of £26,016 (pro-rata if part time), £13.48 per hour.

Hours of work: The hours of work are 37 per week but part-time hours will be considered. The role is predominantly office based to enable access to the scanning equipment, but there may be some limited opportunities to work from home, for example when entering data/documents into the planning database.

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 entitlement will be 28 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 (EduPay) 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: 30 November 2026 (midnight)

Interviews are planned for: 11 December 2026