



Exmoor National Park Authority

Recruitment Pack

Democratic Support Officer

(Permanent - 22.2 hours per week)



Working
together
for **Exmoor**

Welcome Message

Thank you for your interest in our vacancy for a Democratic Support Officer at Exmoor National Park Authority.

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, as well as the opportunities it offers for outdoor recreation. 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 position will play a key role in the achievement of this vision by supporting our Members and the Authority's Committees and ensuring the Authority's democratic processes are carried out efficiently.

We have a fantastic staff team who are skilled and committed to the best outcomes for Exmoor.

If you have experience of working in a local government setting, and are an excellent communicator that is collaborative, discreet and diplomatic, as well as having organisational and prioritisation skills, we would like to hear from you. Please explore these pages further and if you are interested, apply for this post.

If you would like an informal discussion about the position, please contact Ben Barrett, Head of Enterprise and Operations, on 01398 322222.

We look forward to hearing from you.



Sarah Bryan
Chief Executive

Background Information



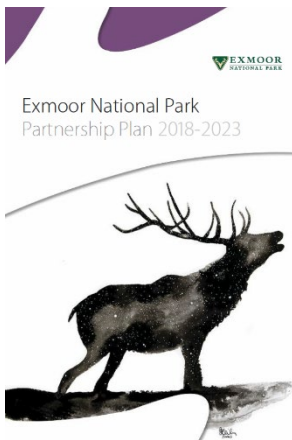
Exmoor is one of 15 National Parks in the UK. They are areas of protected countryside that everyone can visit and where people live, work and shape their landscapes.

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, 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 post of Democratic Support Officer sits within the wider Enterprise and Operations section and will deliver our democratic and Member services as part of the Corporate team.

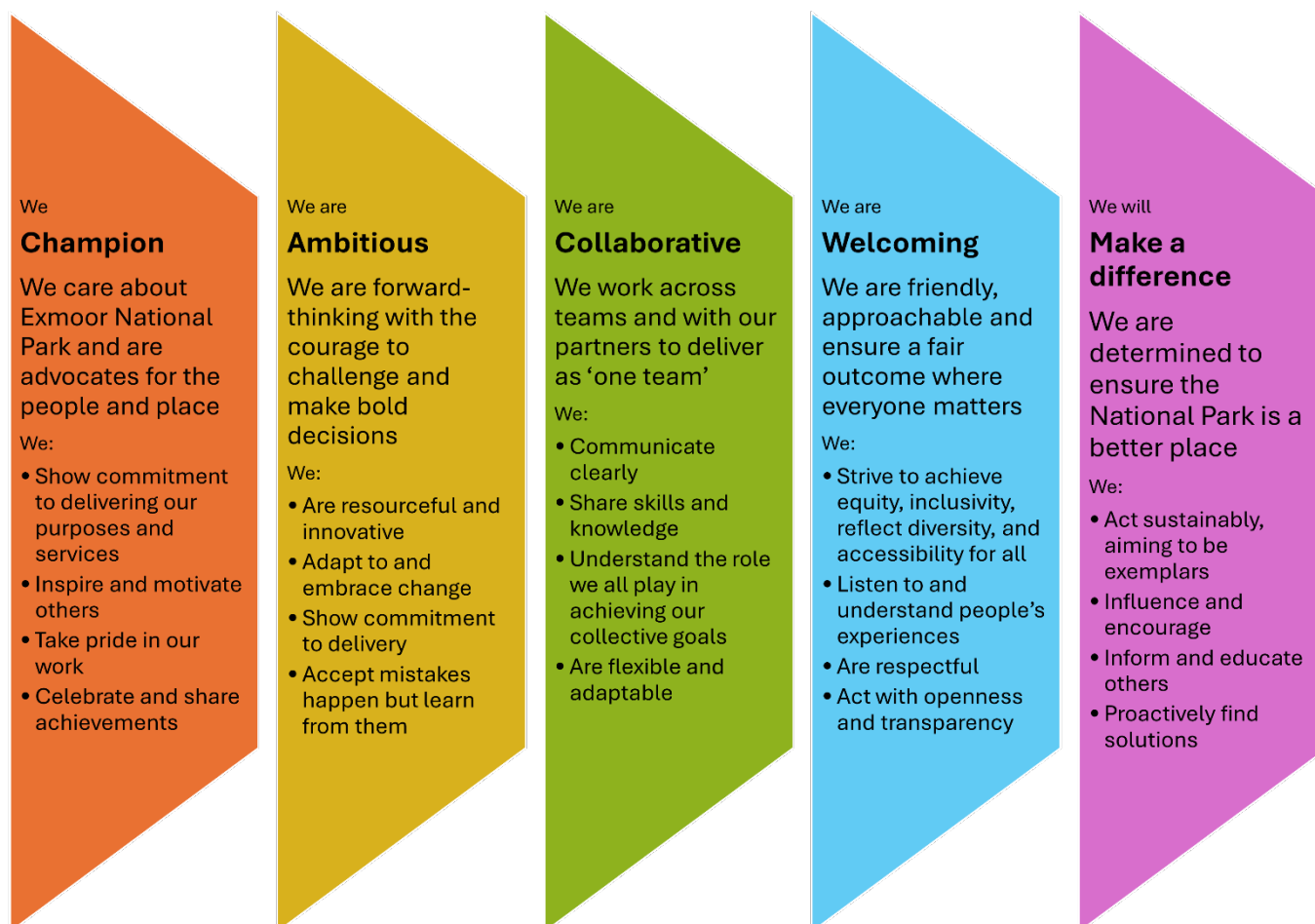


As a small organisation, we work across all Sections and Teams drawing on the skills, knowledge, experience, and professionalism of our colleagues, to deliver our purposes and the aims of our current Corporate Strategy:

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| 1. A clear response to the nature and climate crises. |
| 2. A welcoming place for all, improving people's health and well-being. |
| 3. A cared for landscape and heritage. |
| 4. A place of flourishing, vibrant communities, and businesses. |
| 5. A highly performing estate, delivering National Park purposes. |
| 6. A great organisation to work for. |

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

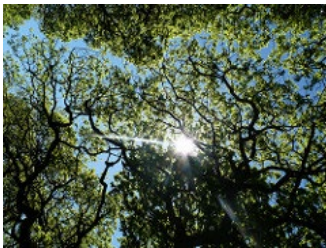
Our values are:



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



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 two staff study days a year and this is an opportunity to get together with your colleagues across the Authority 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 take part in activities to develop your knowledge of National Parks, whilst having fun and building new friendships.

Job description

JOB TITLE: Democratic Support Officer

REPORTS TO: Head of Enterprise and Operations

SECTION: Enterprise and Operations

GRADE: F

MAIN PURPOSE OF JOB

Ensures that the Authority's democratic processes, in general and for meetings of the National Park Authority, its committees, working groups and panels, are carried out efficiently and in accordance with statutory requirements and the Authority's Standing Orders and procedures.

Provides a support service for Authority Members and provides cover for the Corporate Support Officer in the delivery of an administration service for the Chief Executive and Leadership Team.

Key outcomes

- The Authority has an efficient democratic and corporate support service that meets statutory requirements
- Members are assisted in their duties to the benefit of the Authority and Exmoor
- The public are helped to access information relating to the Authority's business, decision making and functions

RESPONSIBILITIES AND DUTIES

Delivers the Authority's democratic services:

- Ensures that work associated with the Authority's democratic processes and committee meetings is managed efficiently within defined time scales in accordance with the Authority's Standing Orders, Code of Conduct and Scheme of Delegation. The post holder will also contribute to the review, development and preparation of governance procedures.
- Organises and supports all committees of the Authority and ensures Members adhere to the required standards and procedures in the exercise of their duties. This includes organising arrangements for public meetings such as layout of room, facilities for Members and the public, PA system and recording equipment.
- Drafts the timetable and agendas for all committees and consultative groups, within statutory requirements and local arrangements, as well as reports, policies or procedures for Members relating to committee procedures. In addition, occasionally the postholder will prepare statutory and other notices and arrange for their display and publication.
- Checks all Committee reports prior to dispatch for typographical errors, other inconsistencies and ensures compliance with the Authority's standards. Distributes agendas and reports within statutory timescales and publication on the Authority's website.
- Attends the meetings of the Authority's committees, including some working groups/panels and consultative groups, to take and prepare draft minutes that will form a factual record of decisions, following up with correspondence where necessary and updating the website and official records of meetings.
- Maintains the Register of Members' Interests, periodically reminding Members of the legal requirements concerning this register, preparing a summary for the website.
- Checks and approves meeting attendance and expenses claims submitted by Members for authorisation by Head of Enterprise and Operations.

- Ensures the management of corporate contacts and data is compliant with statutory requirements and GDPR.
- Approves invoices for goods and services which are passed to the Finance Team for authorisation and updating of financial records.
- Deals with internal and external enquiries on matters relating to committee business and procedures, including advice to Members, Officers and the public on the application of corporate policies, systems and procedures and legislative requirements ensuring compliance.
- Coordinates and organises the development and delivery of member training such as induction, study tours and member briefings, ensuring Members are supported and informed of their role description, obligations and responsibilities. Co-ordinates Member appraisal process and compiles results.
- Maintains the most up to date knowledge and practice of internal procedures/protocols, regulations and new legislation which will impact on day-to-day work within the democratic functions of the Authority.
- Provides support to Defra for the process of appointing new Members to the Authority. Liaises with District and County Councils over nomination of Members to the Authority. Organises external support for Parish Councils to run the election process. Manages and oversees Member representation on external bodies.

Provides cover for the Corporate Support Officer when required:

- Administrative support for the Chief Executive and Leadership team including organising meetings. Occasionally, helping with conferences and workshops, and visits, preparing itineraries and making practical arrangements such as booking accommodation.
- Completing registers such as declarations of staff interests and signed contracts, using the official seal and records its use.
- Helping to implement the Authority's publication scheme under the Freedom of Information Act 2000 and Local Government Transparency Code 2015, ensuring the Authority meets statutory requirements. This includes managing the FOI, complaints and compliments inbox in the Corporate Support Officer's absence.
- Providing administrative assistance to staff for travel and other related bookings
- Supporting development and delivery of the Authority's strategic documents such as the National Park Partnership Plan, Corporate Plan, Monitoring Reports, Exmoor Local Plan and the State of the Park Report.

SKILLS, KNOWLEDGE AND EXPERIENCE

- Extensive experience of work in a local government setting
- Should be educated to HNC / HND level.
- Experience of working in governance or in a legal setting.
- Excellent written communication skills, with an excellent command of language.
- Ability to produce a high standard of work to strict deadlines.
- Competent in the use of IT.
- Efficient typing skills.
- Experience of committee administration.
- Attention to detail and accuracy, particularly when inputting data
- Knowledge of National Parks legal framework.
- An understanding of National Park statutory purposes and committee function.

Key competencies

- Excellent and professional verbal communication skills with a range of people including Members, senior Authority Officers, officials of external organisations and the public.
- A collaborative worker that works with others to achieve targets.
- A team player who can also work independently.
- A reliable, discreet and diplomatic approach.
- Methodical approach, with excellent organisational and prioritisation skills.

Key employment terms

Post title: Democratic Support Officer

Office location and travel: The postholder will be employed by Exmoor National Park Authority and will be based at Exmoor House, Dulverton, Somerset, TA22 9HL.

The postholder may be required to work from other places of employment such as other National Park properties and facilities, or to attend training and meetings. Pool cars are available for use and business mileage incurred for these journeys using private vehicles will be reimbursed at the agreed casual 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 Personnel Policies and Procedures.

Contract status: This is a permanent contract.

Grade and salary: The grade of a Democratic Support Officer is F with a current full-time equivalent salary range of £31,586 to £35,235 per annum. New employees are normally started at the bottom of the salary scale.

Hours of work: The hours of work are 22.2 per week under the Authority's flexible working arrangements and these will be agreed with your manager. Hybrid working is available for this role but the postholder will be required to attend the office for in-person Committees (first Tuesday of every month) and other meetings, including site meetings, and training. Meetings are of a cyclical nature and dates are agreed well in advance.

Probationary period: The appointment will be subject to a probationary period of up to 6 months.

Leave entitlement: The full-time equivalent annual leave entitlement for this post is 30 standard working days plus bank holidays (pro rata if part time). The leave year is from 1 April to 31 March. The number of public/bank holidays may vary annually depending on the number of recognised English bank holidays falling within the leave period.

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 statement: 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 which is locked and 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 performing 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.

Equal opportunities: Exmoor National Park Authority intends to ensure that no employee or job applicant should receive less favourable treatment than another on grounds of sex (birth sex), marital status, age, racial origin, disability, gender reassignment, sexual orientation or political or religious belief. Its recruitment practices will exclude all assumptions, preferences or judgements that are not strictly job-related. The 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 from outside the UK (excluding Irish citizens) need to meet certain requirements and apply for permission first.

The Authority does not hold a sponsor license. However, the Authority would consider applying for one if an applicant is successful at interview. For more information about the new rules on recruiting people from outside the UK - please visit [Browse: Visas and immigration - GOV.UK \(www.gov.uk\)](https://www.gov.uk/browse/visas-and-immigration) for more information.

Before you are offered employment, we are required to carry out document checks to ensure that you are entitled to work in the UK. Please click on the following link to see what documents are accepted. [Right to Work Checklist.pdf \(publishing.service.gov.uk\)](#)

How to apply

Please complete and submit your application online by clicking on the link provided on our website, ensuring 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

The closing date for applications is midnight on 6 June 2025.

Interviews are planned for Monday 16 June 2025.