



INFORMATION FOR CANDIDATES

Volunteer Development Officer

Grade 5: £17,419 - £18,070 per annum

Permanent Contract

37 hours per week

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CLOSING DATE:	21st April 2017
INTERVIEW DATE:	27th April 2017

COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO:

(CONFIDENTIAL)

HUMAN RESOURCES DEPARTMENT
BRECON BEACONS NATIONAL PARK AUTHORITY
PLAS Y FFYNNON
CAMBRIAN WAY
BRECON
LD3 7HP

Thank you for your interest in the post of **Volunteer Development Officer** in the **Countryside & Land Management Directorate**

Applications must be received by **11.00 a.m.** on the morning of **21st April 2017**. Unfortunately late applications will not be considered.

Would candidates please note that it is not the practice of the National Park Authority to acknowledge applications, nor to inform candidates of the outcome of their applications. Please assume that if you receive no further communication, your application has been unsuccessful.

If you have a disability please indicate this to us in a covering letter. Should you meet the essential criteria and be called to interview, please let us know of any special requirements needed.

Please note that all application forms and supporting information will be securely retained for six months and we may contact you should a suitable vacancy arise. After six months all application forms and supporting information will be destroyed. Should you object to your information being retained, please could you let us know and we will destroy your application form after the outcome of the recruitment process.

Where candidates are invited to interview, it is the Policy of the Authority to contact referees at that stage. Please could you identify any problems this may cause on your application form under the relevant section.

Please note that when completing your application form you must be able to demonstrate how you meet the essential criteria set out in the person specification relevant to this post. You should also demonstrate how you meet the desirable criteria set out in the person specification, but do not be deterred from applying if you do not meet all of the desirable criteria.

BRECON BEACONS NATIONAL PARK AUTHORITY

Background

National Parks were designated in order to protect beautiful areas for the benefit of the nation. They came about as a result of the 1949 National Parks and Access to the Countryside Act, which put a legislative framework in place for the establishment of National Parks in England and Wales.

The first two National Parks were designated in 1951 and in 1957 the Brecon Beacons National Park was designated covering an area of some 520 square miles (1346 sq. kilometres). Until 1995 the Brecon Beacons National Park Authority was a joint committee of the then local County Councils until the Environment Act of that year laid down legislation to establish National Park Authorities as independent, special purpose Local Authorities.

What do National Parks do?

National Parks have two purposes: Firstly to conserve and enhance the natural and cultural environment of the park, and secondly to promote awareness and understanding and enjoyment of its special qualities. These special qualities have been described as:

- the landscape and natural beauty
- the peace and tranquility
- opportunities for walking and access to open countryside
- open spaces and qualities of remoteness
- traditionally managed farm land and
- wildlife

In so doing the National Parks also have a duty to foster the social and economic well being of the communities within the Park.

In delivering on their purposes and duty there are five key functions of National Park Authorities. These are to:

1. act as Local Planning Authority
2. act as relevant Authority for access to open countryside under the CROW Act
3. facilitate environmental programmes
4. provide public information, interpretation and education services
5. deliver the sustainable development fund on behalf of the Welsh Assembly Government.

The Brecon Beacons National Park Authority

The National Park Authority consists of 24 members, 16 nominated by the seven Local Authorities in the area and the other eight nominated by the Minister for Environment, Sustainability & Housing of the Welsh Assembly Government. The Authority's total budget is £6.1 million of which £4.6 million is funded by the National Park Grant and Levy and £1.5 million from Income activities.

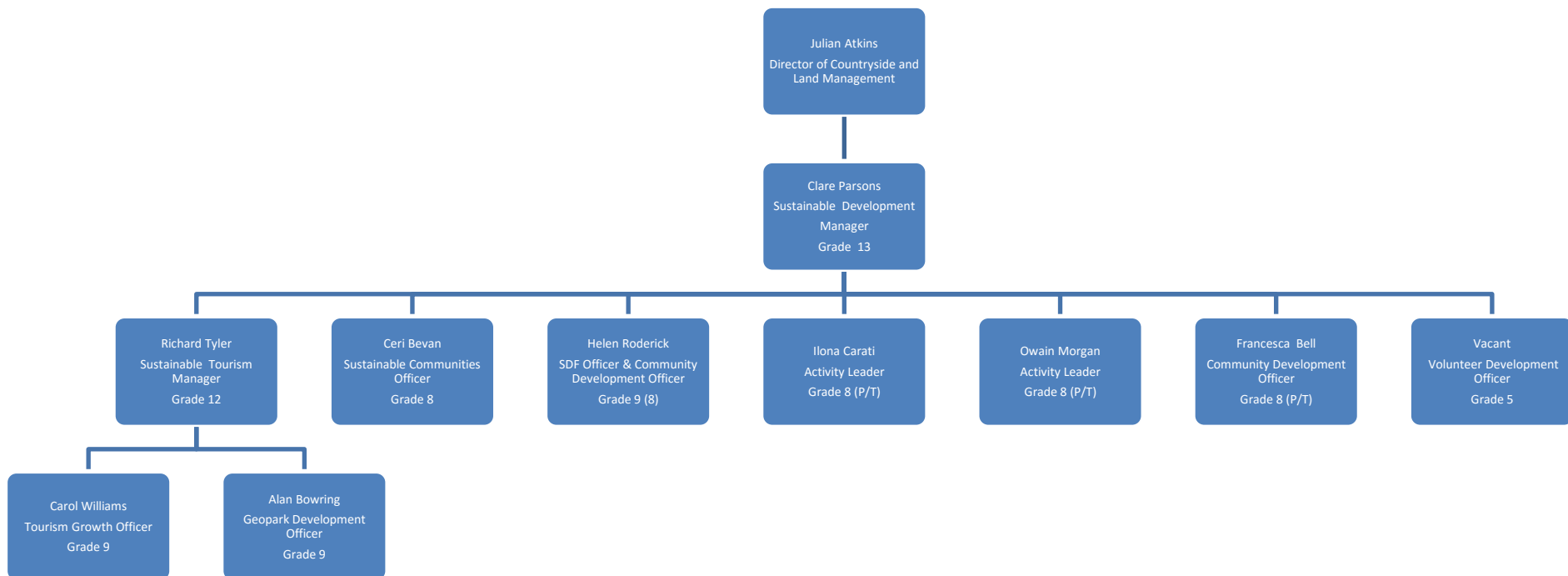
This split helps to ensure that the local and national interests are represented at National Park Authority level. There is a range of key committees responsible for managing the business of the Authority. In addition, working and advisory groups, both internal and external, have been established to help in the decision-making process. Some 110 full-time staff equivalents are employed in two Directorates – Countryside and Land Management & Planning, as well as the Chief Executive's Department – PR & Communications, Finance, IT, Legal, Democratic Services and HR. Staff and Members cover a wide range of activities and services and it is the key role of officers to provide advice and guidance to Members of the Authority to help them make decisions and set the vision and strategies for the Authority.

The Authority's key strategic document is the National Park Management Plan, which sets our aims, strategic objectives and Priorities for Action for the Authority (see <http://www.breconbeacons.org/the-authority/planning/strategy-and-policy/nmpm>). In addition to this, we have an approved Unitary Development Plan (see <http://www.breconbeacons.org/the-authority/planning/strategy-and-policy/udp>) which provides the framework for future development within the National Park and are developing the Local Development Plan (see <http://www.breconbeacons.org/the-authority/planning/strategy-and-policy/deposit-local-development-plan/useful-deposit-information>). The Authority is also developing its State of the Park Report, which will summarise the changing status of environmental, social and cultural assets in the Park. With delegated responsibility for Rights of Way maintenance and management we are implementing the Authority's Rights of Way Improvement Plan.

National Parks in England and Wales are Category V protected landscapes as defined by the World Conservation Union (IUCN). This recognises the involvement of people in shaping the landscapes. Like all National Parks in England and Wales, agriculture is very influential in how the landscape is managed. A viable, profitable, broadminded and innovative farming sector, working in close collaboration with the Park's communities, local businesses and public and voluntary bodies is fundamental to the landscape's future management. Flexibility and adaptability will be important qualities to address the challenges of climate change, energy descent pathways and demographic and social changes ahead.

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Countryside & Land Management Sustainable Development



BRECON BEACONS NATIONAL PARK AUTHORITY

Job Description

Post: Volunteer Development Officer
Grade: 5
Location: Brecon

Responsible to: Sustainable Development Manager

Job Purpose:

To organise and administer the National Park Authority's Volunteers' Service by:

- encouraging and developing a range of volunteering opportunities throughout the National Park
- linking in with Authority staff to support their work programmes
- promoting the use of volunteers in partnership with external organisations, including the establishment of volunteer groups within local communities.

Duties & Responsibilities:

- (1) Manage the National Park volunteers including recruitment and selection in conjunction with HR
- (2) Liaise with Authority staff to identify and prioritise projects of a non-technical nature, which would be within the capability of volunteers.
- (3) Develop mechanisms for organising individuals and/or teams to work on a range of tasks
- (4) Develop volunteering to support research activity and other activities which help support planning and environmental policy development.
- (5) Co-ordinate Community Volunteering activities for example Car Park Watch, Duke of Edinburgh Award Scheme etc.
- (6) Co-ordinate, in consultation with HR, training sessions for volunteers
- (7) Implement the Authority's Health & Safety policies for all the National Park Volunteers.
- (8) Manage the Volunteers database
- (9) Regular weekend working will be required.

- (10) Produce a quarterly volunteers' Newsletter and contribute to Authority publications.
- (11) Provide occasional talks, slide and film shows on the Volunteer Service.
- (12) Take day to day responsibility for the safety of National Park Authority volunteers in accordance with the Health and Safety at Work Act 1974.
- (13) Promote environmental awareness within the National Park.
- (14) Any other duties which may reasonably be required from time to time consistent with the general level of responsibility of the post.

BRECON BEACONS NATIONAL PARK AUTHORITY

Person Specification

VOLUNTEERS DEVELOPMENT OFFICER

Essential Criteria	Method of Assessment
A good working knowledge of protected landscapes and the work undertaken by National Parks	Application form & Interview
Knowledge of environmental issues and good environmental awareness	Application form & Interview
Experience of working with volunteers and appreciation of volunteer needs.	Application form & Interview
Excellent communications skills	Application form & Interview
Excellent IT skills	Application form, interview & test
Full driving licence	Sight of Licence
Knowledge of relevant Equal Opportunity issues	Application form & Interview
Desirable Criteria	Method of Assessment
Knowledge of voluntary conservation issues	Application form & Interview
Recognised qualification in countryside management, environmental management, community development and/or planning	Application form & Interview
Good organisational skills	Application form & Interview
Experience of budget management	Application form & Interview
Experience at leading guided walks.	Application form & Interview
First Aid at Work Certificate	Sight of certificate
D32/33 Assessor Award	Application form & sight of Certificate

NOTES FOR GUIDANCE FOR PERSONS TAKING UP AN APPOINTMENT WITH THE BRECON BEACONS NATIONAL PARK AUTHORITY AS

Volunteer Development Officer

Salary

The salary range is from £17,419 - £18,070 per annum.

Period of employment

Permanent Contract

Working hours

37 hours per week.

Salary is paid monthly (last day of month) into bank/building society account.

Annual leave entitlement

21 days per annum, plus 8 public holidays and 2 extra statutory days. Leave entitlement rises annually to 25 days per annum after 5 years service.

If you transfer from the service of an outside Authority to the Brecon Beacons National Park Authority, you are able to bring with you your accrued leave entitlement (accrued due to length of service) up to a maximum of 25 days.

Pension

The pension scheme in place is a standard Local Government one; the employee contributes 5.5% (up to £13,700) which rises to 5.8% (£13,701) of their contractual hours worked and the employer currently contributes 23%.

Location

The position will be based in the National Park Headquarters in Brecon.