



**YORKSHIRE DALES**  
National Park Authority

June 2025

**Historic Environment Higher Level Apprentice  
Bainbridge**

**Fixed Term until date 31 August 2027  
Full Time – 37 Hours per week (1.0 FTE)**

Dear Applicant,

Thank you for your enquiry in regard to the above position.

This recruitment and information pack includes the following:

- Job description
- Person specification including behaviours;
- Background information; and
- Terms and conditions of employment.

Our online application process allows you to complete the form in stages and you can log in/out at any time.

In order for the shortlisting panel to assess your application, please clearly demonstrate how you meet the essential and desirable criteria by referring to the person specification and behaviours and provide examples within your application.

The closing date for completed application forms is 11.00pm on **Monday, 30 June 2025**  
Anticipated interviews to take place during **week commencing 14 July 2025**

Further information about the Yorkshire Dales National Park Authority, including our Corporate Plan is available on our web site, [www.yorkshiredales.org.uk](http://www.yorkshiredales.org.uk). We also have a video showing the many reasons why the Yorkshire Dales National Park is a special place and this can be viewed here [https://www.youtube.com/watch?v=b\\_g02d97idw](https://www.youtube.com/watch?v=b_g02d97idw).

We look forward to receiving your application and thank you for the interest you have shown in working for the Yorkshire Dales National Park Authority.

Yours sincerely

**Vikki Thomas**  
**Head of HR**

Enc.

# **YORKSHIRE DALES NATIONAL PARK AUTHORITY**

## **JOB DESCRIPTION**

Job title:	Historic Environment Higher Level Apprentice
Grade:	Band F
Location:	Bainbridge
Responsible to:	Senior Historic Environment Officer
Responsibility for:	No line management responsibility
Mentors:	YDNPA Senior Historic Environment officer and Countryside Archaeological Officer

### **Objectives of the post:**

- Play a supporting role in the Authority's Historic Environment (HE) Team, which is responsible for advising on the conservation and promotion of the historic environment in the National Park.
- Support the various elements of the team in the provision of advice relating to: development management, community heritage, building conservation, agri-environment schemes; and to assist in the maintenance and development of the Historic Environment Record (HER).
- Work with the HE team, other colleagues, volunteers, heritage and community groups to assist in the delivery of heritage projects, including archaeological field work and conservation projects.
- Assist in the preparation and running of heritage events.
- Receive and engage with training, support and work based experience in preparing for a career in the heritage sector

### **Duties and responsibilities:**

- Work closely with the Senior Historic Environment Officer, Building Conservation Officer and Countryside Archaeological Officers in the delivery of the provision of agri-environment and development management advice; and to assist in the maintenance and development of the HER.
- Under supervision, work with the HER, predominantly adding new information to the Historic Environment Records Open System (HEROS) database, which will assist the positive management of archaeological remains and historic buildings in the National Park.
- Participate in field archaeology projects run by the HE team and other partner organisations.
- Support the Senior Historic Environment Officer and team in the delivery of other historic

environment activities as requested.

- Provide general administrative support for the HE team including handling enquiries (email and telephone), archiving of HER reports and materials, assist in promotion, and administration, of community events (Dales Archaeology Day).
- Support the Authority in reducing its carbon emissions by adopting greener working practices in line with Authority policies.
- Comply with the Authority's Health, Safety and Wellbeing Policy and Codes of Safe Working Practice.
- Such other duties as are commensurate with the objectives and grade of the post, as directed from time to time by the Chief Executive.

**By the end of the Apprenticeship you will be able to demonstrate that you have, amongst other things:**

- Enhanced practical and assessment skills through working with the HE team and involvement in community heritage projects (e.g. responding to agri-environment and development management consultations; and archaeological survey and excavation respectively.)
- Developed an understanding of management of the historic environment and cultural heritage in Protected landscapes through agri-env schemes, the planning process and community involvement.
- The ability to use the Authority's Historic Environment Record to both update, enhance and extract information and understanding of the role of HERs nationally.
- Experience of providing administrative and practical support for different heritage projects and events.

**PERSON SPECIFICATION**  
**HISTORIC ENVIRONMENT HIGHER LEVEL APPRENTICE**

The assessment of the following criteria and your suitability for the role will be undertaken via either the information you provide on your application form (A) or during an interview (I)

<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A / I</b>
A level 6 (degree level) or higher qualification in archaeology, history or a similarly relevant subject; or the equivalent through substantive work experience	✓		A
Access to a car or access to a means of mobility support to meet the demands of the post (if driving must have current valid driving licence and appropriate business use insurance).	✓		I
<b>Experience and Knowledge</b>			
Experience of working with databases and spreadsheets and other data related software	✓		A & I
Experience of working within a public facing environment or organisation		✓	A & I
<b>Skills</b>			
Ability to recognise and interpret archaeological sites and features in the landscape.	✓		I
Proficient in the use of IT including MS365 software, Teams, databases and social media	✓		A & I
General administrative and data collection skills, including photography, file maintenance and management		✓	A & I
<b>Other</b>			
An demonstrable interest in cultural heritage, including archaeology and buildings	✓		A & I
An ambition to develop a career in heritage	✓		I
Have a flexible approach to visiting sites including the physical ability to occasionally walk over and work in rough and isolated terrains	✓		I

## BEHAVIOURS

	Essential	Desirable	A / I
<b>Improvement</b>			
We will continually strive to improve our performance in delivering National Park purposes.			
Shows enthusiasm and commitment to our vision, purposes and work	✓		A & I
Finds practical ways to overcome barriers; and adopts new practices to help get the job done		✓	I
Challenges ineffectiveness and generates new and imaginative solutions		✓	I
Concentrates their resources on work priorities most important to the Authority	✓		A & I
Seeks to improve knowledge and expertise and applies good practice	✓		I
<b>Accountability</b>			
We will explain and take responsibility for our decisions and actions.			
Presents clear, concise and accurate information in a way that promotes understanding		✓	I
Shares what we know and respects the information we are given		✓	I
Clearly agrees with others what is expected of them and holds them to account	✓		I
Assesses risks and learns from their own and others' mistakes; strives to do things in a safe way	✓		A & I
<b>Commitment</b>			
We will do what we say we will do			
Takes responsibility for making things happen by having a positive 'can do' attitude	✓		I
Has the courage to take and implement difficult or unpopular decisions where necessary		✓	I
Uses Authority policy in decision making and working practices		✓	I
Knows what the Authority's objectives are, and works hard to achieve them		✓	I
<b>Integrity</b>			
All our relationships will be built on honesty, transparency, equality and impartiality.			
Shows integrity and fairness in decision- making	✓		I
Ensures decision-making processes are clear and transparent	✓		I
Welcomes and respects diversity; demonstrates equality in working relationships	✓		I
<b>Open and Approachable</b>			
We will work with others honestly and openly to achieve our objectives in ways that help them meet theirs.			
Co-operates with people and organisations to achieve our objectives and theirs	✓		A & I
Engages in discussion on an Authority view or policy internally; but presents unity of message externally		✓	I
Listens and considers other views	✓		A & I



## **Historic Environment Higher Level Apprenticeship**

**Based at Bainbridge, near Leyburn**

### **Background**

The Yorkshire Dales National Park was designated in 1954 in recognition of its extraordinary natural beauty, the diversity of its wildlife habitats, its rich cultural heritage and its fantastic opportunities for outdoor recreation. It is a dramatic upland, dissected by numerous long glaciated valleys or dales, and is the home and workplace for over 24,000 people. The area is a working landscape, with agriculture, quarrying and tourism, offering the main employment opportunities. Indeed, it is the long history of people settling in and working this harsh environment that has created a cultural landscape recognised today as one of the most distinctive in Western Europe.

The Park is looked after by the Yorkshire Dales National Park Authority and it's the Authority's job to care for this very special place and its communities, so that: local people, businesses and organisations will keep the Yorkshire Dales National Park a thriving area; its unique cultural landscape will be treasured for its stunning scenery, exceptional heritage and wonderful wildlife; and, every year millions of people will be inspired to visit and be a part of it.

The National Park covers an area of 2,179 square kilometres (841 square miles) and is one of a family of 15 National Parks in the UK, protected for future generations to enjoy. Truly Britain's breathing spaces.

From 1974 the whole of the Yorkshire Dales National Park was administered by a Committee of North Yorkshire County Council but, as a result of the Environment Act 1995, the new National Park Authority was established on 1 April 1997. The Authority remains within the framework of local government but is independent of the counties and districts. The Authority now consists of council representatives as well as parish representatives and members appointed by the Secretary of State.

National Parks have two purposes:

- To conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park; and
- To promote opportunities for the understanding and enjoyment of the special qualities of the Park by the public.

In pursuing these purposes, the Authority is also required to:

- seek to foster the economic and social wellbeing of local communities within the National Park.

The National Park Authority is advised by the Chief Executive, David Butterworth. He is responsible for the day-to-day running of the Authority, supported by approximately 175 staff.

## **Terms and condition of employment**

### **Pay**

This role has been confirmed as a Band F

Salary: £23,657 to £24,790 per annum

### **Work Base**

Yoredale, Bainbridge, DL8 3EL - with the potential for some home working

There will also be some travel within the Park required as part of the role.

### **Pension**

Staff meeting the minimum criteria are automatically brought into the Local Government Pension Scheme (LGPS), which is a defined benefit scheme, unless they elect otherwise.

### **Hours of Work**

The hours of work are 37 hours per week.

A flexitime scheme is in operation. This allows you to vary your start and finish times within set parameters to help your work fit in with your social and domestic responsibilities. If you have accrued sufficient time, the scheme allows you to take up to 12 days extra leave during the year.

### **Holidays**

The holiday entitlement is based on length of continuous service within Local Government or related employment and calculated on a pro rata basis for part time staff.

On commencement of employment: 26 days.

After 1-year continuous service: 27 days.

After 2 years' continuous service: 28 days.

After 3 years' continuous service: 29 days.

After 4 years' continuous service: 30 days.

After 5 years' continuous service: 31 days.

Plus 8 Bank Holidays.

### **Training and Development**

The Authority is committed to the professional and personal learning, training and development of its staff. To recognise this, the Authority has achieved the Investors in People (IIP) Standard.

An appraisal scheme is in place for all staff and opportunities to undertake in-house and external training programmes are readily available.

## **Recruitment Clearance**

The offer of appointment is subject to confirmation of right to work in the UK, medical clearance by Occupational Health and the receipt of satisfactory references.

## **Miscellaneous**

New entrants to local government are subject to a probationary period of six months.

The notice period applicable to this post is one month.

## **Application process**

The online application form can be completed in stages and you can login/logout at any time. In order for the shortlisting panel to assess your application, please demonstrate how you meet the essential and desirable criteria by referring to the person specification and provide examples within your application.

Applications must be submitted **by 11.00pm on Monday, 30 June 2025**, to be considered by the selection panel. Once you submit your application online you will receive an email to confirm receipt.

**Anticipated interviews will take place during week commencing 14 July 2025.**

We aspire to have a diverse and inclusive workplace and strongly encourage applicants from all backgrounds to apply and join us.

We are a Disability Confident employer and guarantee to interview anyone with a disability whose application meets the essential criteria for the role.

For an informal chat about this vacancy, please contact **Sarah Whiteley, Senior Historic Environment Officer**, on 01969 652361 or [sarah.whiteley@yorkshiredales.org.uk](mailto:sarah.whiteley@yorkshiredales.org.uk)