



**Bannau
Brycheiniog**



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Bannau Brycheiniog National Park Authority

Appointment of a new Member

Closing date: 3 February 2026 at 4pm



**The Commissioner for
Public Appointments**

Contents

Making an Application

Annex A: Appointment of a Member to the Bannau Brycheiniog National Park Authority

Annex B: The role and responsibilities of the Bannau Brycheiniog National Park Authority

Annex C: The selection process

Annex D: The Conduct of Members (Principles) (Wales) Order 2001

Annex E: Welsh Language Skills Level Guide

Making an application

Thank you for your interest in the appointment of a new member to the **Bannau Brycheiniog National Park Authority (BBNPA)**.

The role of a member appointed by the Welsh Ministers to the National Park Authority is to bring a national perspective to its effective leadership, to help develop its strategic plans, and to ensure that its business is handled efficiently and effectively. The attached Annexes provide details on the role of the member and the person specification, the role and responsibilities of **BBNPA** and the selection process.

Key facts about the post

Location:	The Authority's meetings are usually held virtually via MS Teams
Time Commitment:	a minimum of 44 days' work per annum
Tenure of office:	initial appointment of 4 years
Remuneration:	£5,576 per annum

The Authority conducts a degree of its business electronically and members are expected to be sufficiently proficient in IT.

The attached Annexes provide detail on the role of the member and the person specification, the role and responsibilities of the BBNPA and the selection process.

To apply for this role, click on <https://gov.wales/publicappointments> and then click on 'Appointment of a new Member to Bannau Brycheiniog National Park Authority'. When the appointment is displayed, click on 'Apply' at the bottom left-hand corner. The first time you apply for a post you will need to complete a registration form for the Welsh Government's online application system. You will only need to register once, and you will be able to keep yourself updated on the progress of your application, and any other applications you make, via your registered account.

Once you've registered, you will be able to access the application form. To apply you will need to upload a personal statement and a CV to the 'Reasons for applying' section of the online application form.

Personal Statement

The personal statement is your opportunity to demonstrate how you meet the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide detailed examples that demonstrate how your knowledge and your professional and lived experience matches the criteria, and outlining your role in achieving specific results. It will also benefit the selection panel if you can be clear to which criteria the evidence you provide relates, for example by providing separate paragraphs for each criterion.

Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.

CV

Please ensure your CV includes brief details of your current (if applicable) and/or most recent post/s and the relevant dates. Please identify any past or present Ministerial appointments.

Guaranteed Interview Scheme - Positive about Disabled People

The Welsh Government operates a Positive about Disabled People scheme and welcome applications from people with disabilities. The scheme guarantees an interview to disabled people if they meet the minimum criteria for the post. The application form also enables you to detail any specific needs or equipment that you may need if invited to attend an interview.

Diversity Statement

The Welsh Government recognises the value of having public bodies reflecting a wide range of cultures, identities and backgrounds. We encourage applications from all parts of society and want to appoint from the widest and most diverse pool of talent.

We welcome applications from everyone regardless of age, marriage (including same sex marriage) and civil partnership, sexual orientation, sex, gender identity, impairment or health condition, race, religion or belief or pregnancy. We are committed to recruiting women, Black, Asian and Minority Ethnic people, disabled people and members of the LGBTQ+ community, who are currently under-represented in board positions at public bodies.

Indicative timetable

Closing date:	3 February 2026 (4pm)
Shortlisting complete:	w/c 23 February 2026
Interviews held:	9 and 10 March 2026

Contacts:

For further information regarding the selection process, please contact publicappointments@gov.wales.

For further information regarding the role of the BBNPA and the role of Members please contact:

Gemma Turner, Democratic Services Manager
Bannau Brycheiniog National Park Authority
Plas y Ffynnon,
Cambrian Way,
Brecon,
Powys LD3 7HP
Tel: 07854 997533 / E-mail: gemma.turner@beacons-npa.gov.uk

Or

Geraint Evans, Landscapes, Nature and Forestry Division, Welsh Government
Tel: 0300 062 2097
E-mail: geraint.evans@gov.wales

Bannau Brycheiniog National Park Authority

If you need any further assistance in applying for this role, please contact publicappointments@gov.wales.

For further information about Public Appointments in Wales, please visit www.gov.wales/publicappointments.

Outreach events

BBNPA will be conducting outreach events to enable those who are interested to meet with current Authority Members and learn more about the role. These will be held online via MS Teams on:

Monday 12 January (17:00 – 19:00)

Monday 19 January (13:00 – 15:00)

If you are interested in attending one of these sessions then please e-mail enquiries@beacons-npa.gov.uk to book your place. Teams invitations will be shared with attendees by the Friday before each session.

Appointment of a Member to the Bannau Brycheiniog National Park Authority

Role description and person specification

National Park Authority (NPA) members are responsible, individually and collectively, for promoting effective leadership for the NPA, for setting its policy and for ensuring it meets its objectives within the statutory, policy and financial framework laid down for it. Members have a duty to act at all times within the law, in good faith and in the best interests of the National Park, and to be scrupulous in ensuring their public position is at no time compromised in favour of private interests, or gives rise to suspicion this has been done. You have equal status on the Authority as all other members, whether appointed by Welsh Ministers or by a Local Authority, notwithstanding any specific experience or skills you or other members may bring.

Members' Role

Members of NPAs are required to understand and demonstrate a commitment to National Park purposes and be prepared to commit the time necessary for regular attendance at full Authority and committee meetings, as well as member development events, working groups, events, engagement with under-represented people including those from ethnic minorities and representing the Authority on outside bodies.

Key tasks include:

- To help lead the NPA in defining and developing its strategic direction and in setting challenging objectives.
- To ensure the NPA's activities are conducted and promoted in as efficient and effective a manner as possible.
- To ensure strategies are developed for meeting the NPA's overall purposes and duty, in accordance with the policies and priorities established by the Welsh Government.
- To monitor the NPA's performance to ensure it fully meets its aims, objectives and performance targets.
- To ensure the NPA's control, regulation and monitoring of its activities, as well as those of any other bodies which it may sponsor or support, provide value for money within a framework of best practice, regularity and propriety and to participate in the corporate planning process.
- To help the NPA to promote the Welsh Government's sustainable development, equality and social inclusion objectives.

Person specification

What skills or knowledge do you need?

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment. We welcome applications from individuals who have no previous experience of working on public

Bannau Brycheiniog National Park Authority

sector boards. Individuals are selected on merit, against the essential criteria and not as representatives of particular organisations or groups.

To succeed in this role, it is important you can apply your skills and experience in ways which help deliver the statutory purposes for which the National Parks were designated (see the second paragraph in Annex B).

The Authority will benefit from being able to draw on a wide range of skills (including transferrable skills) and knowledge in its membership. You will need to be able to bring a national perspective to its work, acknowledging its role and contribution to Welsh aspirations (particularly for the well-being of future generations) whilst recognising the Park's contribution to everyday environmental, economic, social and cultural life.

Your application will be strengthened if you can demonstrate an understanding of people from diverse backgrounds' experience in accessing the countryside and green spaces, and ways in which these spaces can be made more inclusive.

Essential Criteria

- The ability to make a strong contribution to the Park Authority through participating effectively and constructively on its committees and working groups, working in a collegiate manner at all times;
- The ability to operate effectively in a strategic or national role, providing a direction of travel for the Authority's executive team;
- The ability to communicate clearly with a range of audiences;
- An appreciation of the current policy and practice of National Parks in relation to landscapes and the environment;
- A clear understanding and commitment to the ten principles in The Conduct of Members (Principles) (Wales) Order 2001 (see Annex D);
- Knowledge or experience of promoting inclusion and diversity in a relevant context. Examples could include:
 - lived experience of disadvantage or exclusion,
 - proactively promoting equality for people with protected characteristics¹,
 - and/or individuals with professional experience such as tackling financial and health inequalities, or dismantling barriers to inclusion;
- Skills and experience in **one or more** of the following areas are also essential:
 - Experience in sustainable / green finance, including generating or diversifying income in an environmental context;
 - Experience in organisational development and governance;
 - Understanding of the role of National Parks in relation to the climate and nature emergencies.

Desirable Skills

- Experience in advocating for the views and needs of young people (n.b. applications from candidates under the age of 30 would be particularly welcomed, or those with lived or professional experience of working with and advocating for young people).

¹ Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Bannau Brycheiniog National Park Authority

- Experience in the arts, culture and heritage, and an understanding of the importance of culture and the Welsh language in the context of National Parks and Bannau Brycheiniog in particular.

Experience of working for a charity, being a trustee, running a business or public administration at a senior level may be advantageous but is by no means essential.

Welsh Language

The ability to speak Welsh is desirable for this post. However, it is essential that the successful candidate has a positive attitude towards the Welsh language and an understanding of the importance of the language and its prominent role in the cultural heritage of the National Park area.

Remuneration

The post of Member will be paid at £5,576 per annum (the remuneration level is reviewed by the Democracy and Boundary Commission Cymru and is based on an assumption of a minimum 44 days' work per annum, with additional days regarded as the public service element). Members of BBNPA are regarded as holders of an office for tax and National Insurance purposes. Fees payable will, as a result, be chargeable to tax under Schedule E of the Taxes Act and subject to Class 1 National Insurance contributions. These liabilities will be deducted via the BBNPA payroll system and the net fee paid to the office holder. Fees are not subject to VAT.

Travel and other reasonable expenses that might be incurred in carrying out work on behalf of the BBNPA can be claimed from BBNPA within the recognised limits. You may also be eligible to claim reimbursement for costs in relation to childcare/care of the elderly/assistant carer, whilst carrying out work on behalf of the BBNPA. If you would like further information about whether you would be eligible for care allowances, please contact BBNPA:

Gemma Turner, Democratic Services Manager, Bannau Brycheiniog NPA, Tel: 07854 997533 / E-mail: gemma.turner@beacons-npa.gov.uk

Time commitment

Members will be expected to be available to work a minimum of 44 days per year as members of the BBNPA, including time needed to prepare for meetings. All Members are expected to attend full Authority meetings, which are normally held on Fridays, and Planning Committee meetings, which are held on Tuesdays. You may be elected to serve on other committees including Audit and Risk and Finance and Performance, both of which are held on Mondays.

Time off for Public Duties

[Section 50](#) (and associated provisions) of the Employment Rights Act 1996 ensures employees can participate in important public duties, such as serving on a National Park Authority, with protection from unfair treatment. However, the time off is generally unpaid and subject to what is reasonable for both the employee and employer.

Tenure of office

The appointment will commence on 1 April 2026 and will last four years. Following this the Minister can consider reappointment without competition for up to a maximum of ten years (subject to a satisfactory performance appraisal).

Accountability

Members are appointed by the Deputy First Minister and Cabinet Secretary for Climate Change and Rural Affairs and are accountable to the NPA for carrying out their duties and for their performance. They must engage fully in the annual performance appraisal process and commit to continuous improvement by taking part in learning and development opportunities offered by the Authority.

Eligibility

Persons who have previously served on an NPA are eligible to apply. This includes past or current Members who have served, or will have served, a ten-year term.

Applicants should be persons who conduct themselves at all times in a manner which will maintain public confidence.

Potential applicants' attention is drawn to the eligibility requirements in paragraph 7 of [Schedule 7 to the Environment Act 1995](#). Paragraph 7 provides that those holding certain other roles are disqualified from becoming or remaining a member of a National Park Authority.

Applicants should also note that being a member of BBNPA is a disqualifying post for membership of the Senedd under The Senedd Cymru (Disqualification) Order 2020. <https://www.legislation.gov.uk/uksi/2020/1255/made>

Current Welsh Government officials cannot also serve as NPA Members. It is recommended that current UK Government officials check their eligibility with their respective departments.

Conflict of Interests

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities of a Member of BBNPA, including any business interests and positions of authority outside of the role in BBNPA.

Any conflicts of interest will be explored at interview. If appointed, you will also be required to declare these interests on appointment which will be entered into a register which is available to the public.

Due Diligence

Welsh Government Public Bodies Unit will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to social media and Internet searches. As a result, you may be asked questions at interview in relation to any due diligence findings.

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board (in this case 'Authority') Members of Public Bodies, you can access this document [here](#).

The role and responsibilities of Bannau Brycheiniog National Park Authority

What are National Parks?

National Parks are landscapes of international importance. Although predominantly rural in nature they are close to urban communities and have significant potential to enrich the lives of the people of, and visitors to, Wales and to contribute positively to the Welsh economy. A key task of National Park Authorities (NPAs) is to help ensure that these special areas will in the future, be places with a richer and more diverse landscape, wildlife and heritage than today, enjoyed and cherished by a full cross section of society.

What is their role?

The NPAs have two statutory purposes under the Environment Act 1995:

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

As well as seeking to fulfil their two statutory purposes the NPAs have a duty to foster the economic and social well-being of their local communities.

If it appears that there is a conflict between these purposes, greater weight shall be attached to the purpose of conserving and enhancing the natural beauty, wildlife and cultural heritage of the area within the National Park.

National Park Authorities' strategic context

In the current climate, NPAs' contribution to key strategic national policy priorities has seldom been greater; in terms of nature recovery and halting biodiversity loss; mitigating climate change; decarbonisation; the green recovery; and sustainable tourism, among others.

Ways of working

Each Authority is required to prepare a [National Park Management Plan](#). The Plan sets out policies for the management of the Park and for the organisation and provision of services by the NPAs to achieve National Park purposes. It includes policies for the management of the land in the National Park and forms the basis for collaboration, not only with statutory and voluntary conservation organisations, but also with other public and private landowners. Consultation during the preparation of the Plan allows people to contribute to achieving workable policies and is essential for sympathetic co-operation with residents and other interests in the Park.

The NPA will involve key stakeholders such as Natural Resources Wales, the Welsh Local Government Association and Town and Community Councils in the preparation of National Park Management Plans and will play a key role in the development of the Local Development Plan. The NPAs are also the planning authority for their area and are responsible for producing development plans and for development control.

BBNPA is the local planning authority for the Bannau Brycheiniog National Park. The Authority must balance the demands of sustaining a prosperous economy and

Bannau Brycheiniog National Park Authority

vibrant communities with the needs of this spectacular landscape. The **Bannau Brycheiniog National Park Local Development Plan** provides a basis for meeting the Authority's statutory purposes as well as promoting the social and economic well-being of its communities.

What is their Structure and Membership?

Under the Environment Act 1995 and the Local Government (Wales) Act 1994 the three Welsh NPAs are special purpose Local Authorities. They are corporate bodies with executive powers. The purposes of the Parks are the same in England and Wales but the membership of the NPAs in each country differs.

In Wales two thirds of the seats are filled by councillors of constituent Local Authorities to reflect local interests and one third by appointments made by the Welsh Ministers to represent the national interest. When appointing members to sit on NPAs, Local Authorities are encouraged to use councillors representing wards either wholly or partly within the Park boundary. All Members have equal status irrespective of who appoints them to the Authority.

Where do National Park Authorities get their money?

The Welsh Ministers provide NPAs with the majority of their funding in the form of the National Park Grant (NPG). Three quarters of the NPG comes from the Welsh Ministers directly with the remaining quarter levied by the NPAs from their constituent Local Authorities. Additional grant is available from the Welsh Ministers for prescribed capital expenditure. NPAs also have income from trading activities, car parking fees and planning application fees. In addition, the NPAs attract grant income from other external funding sources.

The selection process

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and statement to assess whether you have the skills and experience required. Please ensure you provide evidence to support how you meet all of the essential criteria.

The selection panel will be chaired by Naomi Matthiessen, Deputy Director of Landscapes, Nature and Forestry Division, Welsh Government and will also comprise Councillor Gareth Ratcliffe, Chair of Bannau Brycheiniog NPA; a Board Member of Natural Resources Wales; and an Independent Panel Member.

Your application may be "long-listed", subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware in this situation, your application might not be considered in full by all of the panel.

We anticipate that by 27 February 2026 the panel will have decided who will be invited for interviews, which will be held on 9 and 10 March 2026. The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the guaranteed interview scheme and you meet the minimum essential criteria for the post, then you will also be invited for interview.

You will receive email communication from the 'Cais' system to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in person at BBNPA's headquarters in Brecon.

If invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the post.

Candidates who the panel believe are 'appointable' will be recommended to the Deputy First Minister and Cabinet Secretary for Climate Change and Rural Affairs (DFM&CSCCRA) who will make the final decision. The DFM&CSCCRA may choose to meet with appointable candidates before making a decision. If so, this will be with all candidates and in the presence of the panel chair or nominated representative. There will be a time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

If you are successful, you will receive a letter appointing you as a member of the Bannau Brycheiniog NPA, which will confirm the terms on which the appointment is offered.

If you are unsuccessful at interview, you will be notified by Welsh Government. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish.

Queries

For queries about your application, please contact publicappointments@gov.wales.

If you are not completely satisfied

Welsh Government will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact publicappointments@gov.wales.

The Conduct of Members (Principles) (Wales) Order 2001

1. Selflessness

Members must act solely in the public interest. They must never use their position as members to improperly confer advantage on themselves or to improperly confer advantage or disadvantage on others.

2. Honesty

Members must declare any private interests relevant to their public duties and take steps to resolve any conflict in a way that protects the public interest.

3. Integrity and Propriety

Members must not put themselves in a position where their integrity is called into question by any financial or other obligation to individuals or organisations that might seek to influence them in the performance of their duties. Members must on all occasions avoid the appearance of such behaviour.

4. Duty to Uphold the Law

Members must act to uphold the law and act on all occasions in accordance with the trust that the public has placed in them.

5. Stewardship

In discharging their duties and responsibilities members must ensure that their authority's resources are used both lawfully and prudently.

6. Objectivity in Decision-making

In carrying out their responsibilities including making appointments, awarding contracts, or recommending individuals for rewards and benefits, members must make decisions on merit. Whilst members must have regard to the professional advice of officers and may properly take account of the views of others, including their political groups, it is their responsibility to decide what view to take and, if appropriate, how to vote on any issue.

7. Equality and Respect

Members must carry out their duties and responsibilities with due regard to the need to promote equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion, and show respect and consideration for others.

8. Openness

Members must be as open as possible about all their actions and those of their authority. They must seek to ensure that disclosure of information is restricted only in accordance with the law.

9. Accountability

Members are accountable to the electorate and the public generally for their actions and for the way they carry out their responsibilities as a member. They must be prepared to submit themselves to such scrutiny as is appropriate to their responsibilities.

10. Leadership

Members must promote and support these principles by leadership and example so as to promote public confidence in their role and in the authority. They must respect the impartiality and integrity of the authority's statutory officers and its other employees.

Welsh Language Skills Level Guide

Understanding:

0 = No skills

1 = Can understand parts of a basic conversation

2 = Can understand basic conversations about everyday topics

3 = Can understand routine work-related conversations

4 = Can understand most work-related conversations

5 = Can understand all work-related conversations

Reading:

0 = No skills

1 = Can read some basic words and phrases with understanding

2 = Can read simple material on everyday topics with understanding

3 = Can read some routine work-related material with support e.g. dictionary

4 = Can read most work-related material

5 = Full understanding of all work-related material

Speaking:

0 = No skills

1 = Can hold a basic conversation in Welsh

2 = Can converse in simple work-related conversations

3 = Can converse in some work-related conversations

4 = Can converse in most work-related conversations

5 = Fluent

Writing:

0 = No skills

1 = Can write basic messages on everyday topics

2 = Can write simple work-related correspondence

3 = Can prepare routine work-related material with checking

4 = Can prepare most written work in Welsh

5 = Can prepare written material for all work-related matters