



Welcome

Dear Applicant

Thank you for your enquiry regarding the position of Higher Education Student Placement with the Field Studies Council at Rhyd-y-creuau Field Centre. This post is offered on a live-in basis. Please find enclosed the following information:

1. Information about the FSC and Rhyd-y-creuau Field Centre.
(Please also visit: www.field-studies-council.org)
2. Job Description and Person Specification, including a summary of the main terms and conditions for the post.
3. The FSC Application Form for Education posts.

If you wish to apply for the position please follow this procedure carefully:

1. Complete the Application Form as fully as possible
2. Write a short Covering Letter explaining why you are applying for the position
3. Send these addressed to: Jo Hall, Senior Tutor

By post to: Rhyd-y-creuau
The Drapers' Field Centre
Betws y coed
Conwy
LL24 0HB

By fax on: 01690 710458

By email to: jo.rc@field-studies-council.org

The closing date for completed applications is: Applications will be considered until 1st March 2010, and interviews held by the end of March.

As a charity, we endeavour to keep our administrative costs to a minimum and therefore you will only be contacted if we wish to progress your application. If you have not heard from us within five days of sending your application, you should assume that your application has been unsuccessful on this occasion. However, if this is the case, we sincerely thank you for your interest in our organisation and encourage you to apply for any future posts that may be advertised.

If you have any queries regarding this vacancy please call Jo Hall on 01690 710494. We look forward to receiving your application in due course.

Jo Hall
Senior Tutor

JOB DESCRIPTION



Job Title: Higher Education Student Placement

Based at: Rhyd-y-creuau, The Drapers' Field Centre

Reports to: Senior Tutor responsible for placements

Overall Job purpose:

Working within the education team, this post primarily involves supporting the teaching staff in the delivery of field courses along with a range of other residential and domestic duties essential to the smooth running of the Centre. The post holder is expected to be undertaking a degree in a relevant environmental, geographical, or natural science subject. They must be enthusiastic about the environment and keen to see that people are taught to understand and respect it better. They must have good interpersonal skills. A good level of literacy, numeracy and basic ITC skills is assumed. The post will best suit people who show initiative during the course of their employment and can assist in spotting and prioritising jobs amongst the many and various tasks to be carried out. The post holder will be living in shared staff accommodation and must be flexible in their attitude to work, as evening and weekend work is required. A full, clean UK driving licence and experience of working in the customer service sector would also be advantageous.

FSC Student Placements gain:

- Work experience that reflects an environmental educational charity
- An opportunity to develop work place skills and a respected referee for future job applications
- Working knowledge of systems and processes relevant to outdoor education
- An overview of the customer service sector

Duties:

• Supporting Teaching Staff in Course Delivery

One of your key tasks will be to give support to the teaching staff. You will be encouraged to accompany tutors on field days and to assist the students in their work. Although we do not expect you to teach groups, you may be asked to demonstrate techniques and lead or oversee parts of the field work. You may also be required to accompany groups on adventurous activity days. With younger groups you may be asked to lead small groups or to run environmental and problem solving games. You will be responsible for maintaining and preparing field equipment, and for keeping the equipment stores and the labs clean and safe.

• Weather

You will be responsible for our Met Office climatological station. Daily weather recordings are taken at 0900 hrs GMT and entered onto the Met Office website. You will also need to maintain the Met station.

• EcoCentre

We are a recognised EcoCentre and Green Dragon Centre, and you will assist in various "green initiatives", such as recycling and maintenance tasks in the Centre grounds.

• Centre Shop

You will be working in the shop and will be responsible for carrying out stock takes and maintaining displays.

• Contributing to Meetings and the Centre Business Plan

You will be expected to attend staff meetings. You will take part in the annual staff review, appraisal and planning cycle.

• Other Routine Tasks

These will include showing in new arrivals; carrying out your share of residential duties (duty nights, locking up etc), issuing and maintaining waterproofs and wellies; managing the library; checking first aid kits and carrying out various safety audits. On 'change over' days you will be expected to assist in cleaning the labs. During closed periods you will assist with annual stock-taking and painting and decorating tasks.

Summary of Main Terms and Conditions

Contract Term:

This is a fixed-term appointment for a maximum of 12 months (start date is negotiable between **August and September 2010**).

Remuneration:

As a student on a higher education course undertaking a placement with the Field Studies Council as part of your studies you are exempt from the National Minimum Wage (NMW) for up to a maximum of one year.

You will receive an Allowance of £50 per week payable monthly in arrears by credit transfer as detailed on your pay statement. For the better performance of your duties you will be resident at the Centre and will receive board and lodging free of charge.

Hours of work:

This post is based on a 40-hour week, variable as per the needs of the FSC. Weekend and evening work will be required. Evening activities and duties form an integral part of the post.

Annual & Bank Holidays:

The holiday year runs from 1 January to 31 December each year. You will accrue an entitlement to paid annual holidays equivalent to 5.6 working weeks during a complete holiday year. This entitlement includes the Public/Bank holidays or substitute days (as defined in FSC's Employee Handbook) when they fall on a contractual or scheduled day of work. Part time workers will receive a pro-rata of the entitlement. For anyone who joins part way through the year they will receive a pro-rata entitlement of the 28 days.

Accommodation:

You will be given your own room on site. All staff accommodation includes shared bathroom facilities. Meals are available from the Centre kitchen. Laundry facilities and internet access are available at the centre. Smoking is banned anywhere inside the centre or staff accommodation.

Training:

Safety is high on the list of FSC priorities. All staff responsible for students (or other staff) are given appropriate first aid training and additional training, as required.

Driving:

We have a centre car, which you may be asked to drive if you have a full licence and have been driving for one year. If you passed your driving test before January 1997 and have a D1 entitlement you may also be able to drive Centre minibuses.

Sickness:

After a qualifying period and subject to compliance with organisational procedures, the post-holder will be paid their full rate of pay for between one week and one month in a twelve month period, dependent upon length of service. (Such payment to include SSP or any Social Security Sickness Benefit).

Probationary Period:

This post has a one month probationary period, during which your suitability for the post will be assessed.

Post Classification:

Category A (as defined in the FSC Code of Conduct)

Level of CRB Disclosure Required:

Enhanced

PERSON SPECIFICATION

Post Title: Higher Education Student Placement	Centre / Unit: Rhyd-y-creuau Field Centre
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST			How is this identified?
1. EDUCATION / QUALIFICATIONS	E	D	
Studying for a degree in either Biology or Geography or other environmental subject	✓		Application Form/ Interview/Covering Letter
First Aid at Work Certificate		✓	Application Form/Interview
2. EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES			
Previous experience of teaching and/or fieldwork		✓	Application Form/ Interview/Covering Letter
Experience and / or a flair for working with groups in an informal setting		✓	Application Form/Interview
Ability to read, write and speak Welsh		✓	Application Form/ Interview/Covering Letter
3. PERSONAL QUALITIES			
Ability to use initiative and work unsupervised	✓		Application Form/Interview
Ability to work as a competent and effective team member	✓		Application Form/Interview
Good interpersonal skills	✓		Application Form/Interview
Sense of humour and flexible approach to work	✓		Application Form/Interview
Trustworthy and reliable	✓		Application Form/Interview
4. COMMUNICATION SKILLS			
Good communication skills	✓		Application Form /Interview/Presentation
Familiar with the use of ICT	✓		Application Form/Interview
5. OTHER CIRCUMSTANCES			
Full driving licence		✓	Application Form
Minibus driving experience/ certification		✓	Application Form

The Field Studies Council

The Field Studies Council is an independent environmental education charity committed to helping people, discover, explore, understand and be inspired by the natural world. Its network of centres provides day and residential courses for all ages from young children to retired adults from schools and communities throughout the UK. It also reaches many others through its publications and community-based programmes.

Rhyd-y-creuau, The Drapers' Field Centre

Based in Snowdonia National Park, Rhyd-y-creuau is set in two hectares of wooded grounds. The centre buildings are Georgian and we have Eco-Centre status, allowing you to experience a sustainable lifestyle. The centre is situated near the historic village of Betws-y-coed, and is ideally placed for both access to the National Park and good communication links to the rest of the UK.

From the Draper's Field Centre you can explore the diverse habitats and environments of Snowdonia National Park; from glaciated valleys, rivers and wooded hillsides to dramatic coasts and sand dune ecosystems. Many of these sites are used by our educational groups including, Snowdon, Morfa Harlech dunes, Cwm Idwal NNR and Betws-y-Coed.

Rhyd-y-creuau offers a wide range of courses for the young to the young at heart and has developed an outstanding reputation in the delivery of high quality geography and biology courses. The Centre also has a continually growing reputation for Key Stage 2, 3, and 4 and University courses. This increasingly includes adventurous activities, such as gorge scrambling and mountain walking. We offer a range of leisure and professional training courses, covering many different aspects of learning about the countryside, its wildlife and the environment.

There are 25 full-time staff, including Head and Assistant Head of Centre, Housekeepers, Cook/Caterers, Administration and Maintenance staff, who cover all aspects of Centre operations.

The successful candidate will join an experienced team of 6 staff members who teach and support a wide range of courses including A level Ecology and Geography, KS2, 3 and 4, Universities and Adult Leisure Learning groups.

If you would like to find out more information about FSC Rhyd-y-creuau please visit:

www.field-studies-council.org/rhydycreuau/

GUIDANCE NOTES FOR APPLICANTS

Short-listing decisions will be made using the application form and this is your only opportunity to tell us about you, therefore, it is essential that you complete the form as fully as possible and enclose a covering letter demonstrating why you feel your skills and abilities make you suitable for this position.

Please note that a **Curriculum Vitae will only be accepted**, when accompanied by a fully completed application form. If you require this application form in a different format e.g. electronic, large print, etc, please contact the Human Resources Department on 01743 852117.

General points to be aware of and to remember:

- Please use the information provided in the job description/person specification to assess your suitability for the job.
- You will need to demonstrate that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient to simply state that you fulfil certain criteria. Therefore, please provide supporting evidence, giving specific examples of how you meet the requirements of the post:

e.g. If the post requires supervisory experience it will not be enough to say that you have supervised staff without giving information as to what was involved and your specific responsibilities such as monitoring work performance, training and development, etc.

- When providing evidence/examples please remember that unpaid work or studies and work at home can be just as relevant as paid work.

PROCESS

After the closing date, all applications will be submitted to a short-listing panel.

- Short-listing is carefully undertaken by assessing the information provided on the application form against the requirements of the job.
- Interviews are normally conducted by a panel which will, so far as is practicable, usually by the immediate line manager of the post, a colleague who is familiar with the area of work and, where necessary, a third person, preferably from outside the department/team.
- It may be appropriate to use a selection test, relevant to the role, as part of the interview process. If you are short-listed, details of any test will be included in the letter inviting you to attend an interview.

OFFERS OF EMPLOYMENT

All offers of employment are made subject to the following criteria:

- Proof of eligibility to work in the UK
- Proof of UK Residency
- Satisfactory Pre-employment Health Check, which involves the completion of a confidential medical questionnaire. A full medical examination may be necessary
- Satisfactory Criminal Records Bureau Check
- Satisfactory completion of a probationary period
- References that are considered satisfactory to the FSC

ELIGIBILITY TO WORK

The Asylum and Immigration Act 1996 makes it a criminal offence to employ anyone who does not have permission to be in, or work in, the UK. We will therefore not appoint an individual until we have seen evidence that they are eligible to work in this Country.

PROTECTION OF CHILDREN ACT

We take all practicable steps to safeguard the safety and welfare of children or vulnerable adults while they are in contact with the FSC and as such the activities of the FSC are regulated by the Protection of Children Act. All new employees are therefore required to undergo a Disclosure check with the Criminal Records Bureau (CRB), prior to appointment and at regular intervals during employment with the FSC, as defined in its Code of Conduct. The level of Disclosure will be as detailed in the Job Description for the post. The FSC Code of Conduct can be viewed at www.field-studies-council.org/appointments or you can request a copy.

FSC will not discriminate unfairly against applicants who have a criminal record and will not necessarily bar an applicant from employment due to an unspent conviction; the nature of the conviction and its relevance to the post will be considered. A copy of the FSC's Policy Statement on the Recruitment of Ex-Offenders is available upon request.

APPLICATION FORM



POST APPLIED FOR: HIGHER EDUCATION STUDENT PLACEMENT

Charity No: 313364

Surname: _____	First Name(s): _____
Title: _____	National Insurance No: _____
Contact Address: _____	

_____ Postcode: _____	
Telephone: Day: _____	Evening: _____
Mobile: _____	Email: _____
Teacher Reference Number (if applicable): _____	

EMPLOYMENT HISTORY

Provide details here of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done, that is relevant to the role you are applying for.

Employer's Name & Address	Dates From-To		Job Title / Brief description of duties	Final Salary	Reason for leaving

(Continue on a separate sheet if necessary)

EDUCATION & QUALIFICATIONS

Name of Institution / School & Location	Qualifications	Dates		Grade/Level achieved
		From-To		

(Continue on a separate sheet if necessary)

TRAINING

Please state here any job relevant qualifications and training, dates and attainment level.

Training / Activity	Dates		Qualifications (if applicable)
	From-To		

(Continue on a separate sheet if necessary)

SKILLS / EXPERIENCE

FIRST AID

Do you have a current First Aid Certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, when does it expire and how long was the course?	
Do you have a First Aid qualification for Remote Places?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, when does it expire?	

ICT (Please indicate your level of experience and give examples in the relevant ICT categories)

Word Processing	
Spreadsheets	
Databases	
Presentations (delivery & creation)	
GIS	
Interactive Whiteboards	

PROFESSIONAL MEMBERSHIP / RESEARCH (Please complete where applicable)

Membership of Professional Societies / Interest Groups	
Post-graduate Research & Publications	
Relevant Projects or special studies as a student	

OTHER DETAILS

Do you have a full, valid Driving Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, when did you pass your test?	
Do you have D1 (minibus) entitlement on your Driving Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please give details of any relevant qualification and/or experience	
Do you have any endorsements on your Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please give details	
Period of notice required to terminate your current employment?		Do you need a work permit to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously worked for the FSC?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please give details	
If offered this position, would you continue to work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please give details	
Where did you see this vacancy? (If on the Internet, please state which website)			

ADDITIONAL INFORMATION

Please refer to the Person Specification, Job Description and Guidance Notes for Applicants when completing this section and ensure you include examples of **HOW** you have demonstrated skills, knowledge and experience in meeting the requirements of the post.

(Continue on a separate sheet if necessary)

EQUAL OPPORTUNITIES

FSC is an Equal Opportunities Employer and will not discriminate on grounds of past medical condition, disability or criminal record. However, certain positions (e.g. Field Tutor) do require a certain level of mobility and fitness in order to ensure the safety of our customers. Additionally **ALL** FSC posts are regulated by the Protection of Children Act. As a result, FSC is registered with the Criminal Records Bureau (CRB) and requires **ALL** new staff to undergo a CRB Disclosure check (see below).

Do you have a criminal record (including any spent convictions)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, are they offences which are permissible under the FSC Code of Practice?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details of any persistent illness or disability			
What adjustments (if any) need to be made to the working environment to accommodate your disability?			
Please give details of any illness/condition within the last two years which has incurred more than five consecutive days of absence from Work / College			

REFERENCES

Please give names, addresses and contact numbers of two people, from whom we may obtain work experience and character references, of which one must be your current or most recent employer. However, if this is your first job you should provide details of two educational referees, one of whom must be from the educational establishment at which you are currently studying or last studied. The names and addresses of friends or relatives are not acceptable for this purpose. FSC may wish to obtain references prior to interview, if you would prefer that we did not approach your current employer, please indicate this below.

Referee One		Referee Two	
Name		Name	
Job Title		Job Title	
Address		Address	
Telephone		Telephone	
E-mail		E-mail	
In what capacity does your referee know you?		In what capacity does your referee know you?	
May we take up a reference from your current employer prior to the Interview? Yes <input type="checkbox"/> No <input type="checkbox"/>			

DATA PROTECTION NOTIFICATION

The information you have provided in completing this application form will be used to process your application for employment. FSC will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf. If you are not appointed your information will be held securely, in accordance with FSC's Policy on the Retention of Recruitment & Selection documentation, for a maximum period of six months.

DECLARATION

I have read and understood the above Data Protection notification and agree to the use of my personal data in accordance with the Data Protection Act 1998. I confirm that to the best of my knowledge the information given is true and correct and that any false or misleading information will give my employer the right to terminate any employment contract offered. I understand that if shortlisted I may be required to complete a confidential declaration of any criminal convictions, cautions, reprimands, final warnings and any other information that may have a bearing on my suitability for the post. I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce such documents as may be requested in evidence.

Signed: _____

Dated: _____