



## Welcome

Dear Applicant

Thank you for your enquiry regarding the position of Beach Warden (fixed-term) with the Field Studies Council Slapton Ley. This post is offered on a live-in basis. Please find enclosed the following information:

1. Information about the FSC and Slapton Ley  
(Please also visit: [www.field-studies-council.org](http://www.field-studies-council.org))
2. Job Description and Person Specification
3. Summary of the main terms and conditions for the post

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

1. Download and complete the Application Form for Education Posts as fully as possible
2. Write a short Covering Letter explaining why you are applying for the position and how your skills and experience match the requirements of the role
3. Completed forms and covering letter should be returned for the attention of:  
Andy Pratt, Slapton Ley Field Centre, Slapton, Kingsbridge, Devon, TQ7 2QP.  
Alternatively you can email your application to: [enquiries.sl@field-studies-council.org](mailto:enquiries.sl@field-studies-council.org)

The closing date for receipt of your completed application form and covering letter is 12 noon on Wednesday 17<sup>th</sup> February.

Interviews will be held at Slapton Ley on Friday 26<sup>th</sup> February 2010.

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 four weeks of the closing date, 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 Andy Pratt on 01548 580466. We look forward to receiving your application in due course.

Andy Pratt  
*Head of Centre*

## JOB DESCRIPTION



**Job Title:** BEACH WARDEN  
**Based at:** FSC Slapton Ley  
**Reports to:** Nature Reserve Officer

### **Overall Job purpose for the Beach Warden:**

The Beach Warden is responsible for the day to day delivery of the events programme and day to day visitor management. The post holder will work closely with the Education team and volunteers.

### **Key Responsibilities:**

- Deliver the agreed education and events programme (includes evenings and weekends).
- Deliver the beach wardening service, liaising with the visiting public, enforcing byelaws and litter picking (including weekends).
- Co-ordinate volunteers to deliver the events programme.
- Manage the use of the Beach Trailer.
- Respond to visitor enquiries and take bookings for events.
- Assist with maintaining visitor infrastructure, including signs, trails and facilities.
- As part of the wider FSC team contribute to the weekend office and evening duty system.
- Comply with all relevant legislation / FSC Operating Codes of Practice
- Contribute to the positive environmental performance of the unit
- Fulfil your obligations under the FSC Behaviour Partnership
- Ensure the highest standards of quality are achieved in all duties carried out
- Work closely with other Centre staff with regard to ensuring that appropriate levels of service are maintained during absences and periods of high workload
- Any other duties that may be reasonably be required by the Head of Centre to ensure the smooth and efficient running of the Centre

## Summary of Main Terms and Conditions

### **Contract Term:**

This is fixed-term appointment for 5 months in the first instance.

### **Remuneration:**

The commencing salary, including accommodation and meals, will be in the range of £10,422 - £11,217 per annum, depending on qualifications and experience (£12,085 - £13,197 per annum, if non-resident). The Scale is reviewed annually in line with inflation or as recommended by the Joint Staff Committee.

### **Hours of work:**

The post is based on a 40 hour working week. Evening and weekend 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.

### **Pension:**

The post-holder will be eligible to join the FSC Group Personal Pension Plan with Friends Provident.

### **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 3 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

**Date of issue:** January 2010

## PERSON SPECIFICATION

<b>Post Title: BEACH WARDEN</b>	<b>Centre / Unit: SLAPTON LEY</b>
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST			
1. EDUCATION / QUALIFICATIONS	E	D	How is this identified?
Have an HND or degree in either Countryside Management, Biology or Geography or closely allied discipline	✓		Application Form/Interview
First Aid Certificate		✓	Application Form/Interview
2. EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES			
Previous experience of working with the public	✓		Application Form/Covering Letter/Interview
Previous experience of leading groups in the outdoors	✓		Application Form/Covering Letter/Interview/Presentation
Previous experience of working with volunteers	✓		Application Form/Covering Letter/Interview
Practical conservation and maintenance skills		✓	Application Form/Covering Letter/Interview
3. PERSONAL QUALITIES			
Trustworthy and reliable	✓		Interview
Pleasant manner and flexible approach	✓		Interview
Good time management and prioritisation skills		✓	Application Form/Covering Letter/Interview
Be able to work using own initiative and as a competent and effective team member	✓		Interview
Strong commitment to a high standard of customer care	✓		Interview
4. COMMUNICATION SKILLS			
Excellent verbal communication skills	✓		Application Form/Covering Letter/Interview/Presentation
Competent IT skills, able to use word, excel and powerpoint	✓		Application Form
5. OTHER CIRCUMSTANCES			
Full Driving Licence	✓		Application Form
Minibus driving experience / certification		✓	Application Form

Date: January 2010

# The Field Studies Council (FSC)

## BACKGROUND INFORMATION

For nearly 60 years the Field Studies Council (FSC) has been providing fieldwork and first-hand learning in the outdoors to people of all ages. We aim not only to provide an interesting and enjoyable means of learning a specific subject but to pass on a deeper understanding of the environment and our place in it.

We provide both residential and non-residential field courses from our network of 17 Field Centres, located throughout the United Kingdom. Each Head of Centre is responsible for the operation and performance of the Unit and its teaching, administrative and domestic staff.

FSC's main area of activity is working with schools, providing Geography, Biology, Environmental Science and other courses to complement all stages of the Curriculum; Key stages 1/2/3 to GCSE and A level. The FSC also provides a wide range of special interest courses for adults ranging from painting and photography to the study of habitats and taxonomic groups, professional training courses for teachers and those involved in the environment, University courses, family activity holidays and 'Eco-Adventures' (a mix of environmental and outdoor adventurous activities) are also offered.

In addition to our Centres, FSC runs a busy publishing unit which produces a variety of complementary books and keys. FSC also works with organisations and groups worldwide.

The FSC has an aspiration to work with a variety of partners to assist the charity in delivering its mission: the 'All' of the mission covers geographical spread, varying modes of delivery and specific client groups.

For further information visit our website [www.field-studies-council.org](http://www.field-studies-council.org)

## FSC Slapton Ley



**Slapton Ley** is situated in the coastal village of Slapton, and close to the largest freshwater lake in the south west of England. Dartmoor, Start Bay, farmed landscape, steep sided valleys and extensive reedbeds provide a variety of teaching sites, as does the Slapton Ley National Nature Reserve which the FSC manages on behalf of Whitley Wildlife Conservation Trust. Slapton Ley Field Centre has developed an excellent reputation for the delivery of high quality Geography and Biology courses at 'A' level. Substantial support work is also provided for visiting university groups.

Looking after our customers is of paramount importance and the Office, Kitchen, Household and Education teams all play their part in ensuring we offer outstanding customer service. The management of the Centre is inclusive, with everyone being expected to contribute and having the opportunity to develop their skills and experience. There are approximately 30 staff at the Centre, with about half living locally. All other staff are residential and live in shared accommodation within the village of Slapton. Slapton provides village amenities including a shop and 2 pubs as well as an active rural community within which the Centre and staff are fully involved.