



Welcome

Dear Applicant

Thank you for your enquiry regarding the role of Voluntary Beach Warden with the Field Studies Council at Slapton Ley.

Please find enclosed the following information:

1. Information about the FSC and Slapton Ley Field Centre and National Nature Reserve.
(Please also visit: www.field-studies-council.org)
2. Role Description and Person Specification
3. Summary of the main terms and conditions
4. Application Form and Guidance Notes

Completed applications forms and a brief covering letter explaining why you are interested in volunteering should be returned for the attention of:

Andrew Pratt, Slapton Ley Field Centre, Slapton, Kingsbridge, Devon, TQ7 2QP

If you require an acknowledgement of receipt of your application, please enclose a stamped, addressed envelope. Alternatively you can email your application to andy.sl@field-studies-council.org

The closing date for receipt of your completed application form and covering letter is 12 noon on 7th May 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 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 role please call Andrew on 01548 580466. We look forward to receiving your application in due course.

Andrew Pratt
Head of Centre

ROLE DESCRIPTION

Job Title:	Voluntary Beach Warden
Based at:	FSC Slapton Ley
Reports to:	Beach Warden The role holds no line management responsibility

Overall Role purpose: This voluntary role offers a first step for progression in conservation and environmental education. You will be asked to assist with a range of visitor management, information and education tasks and given opportunities for relevant training and development.

KEY RESPONSIBILITIES will include some or all of the following:

National Nature Reserve Duties:

- Providing information for visitors at the Beach Trailer.
- Assisting with events and education activities for visitors.
- Assisting with maintaining nature trail path & visitor facilities.

General Duties:

- Complying with all FSC's policies, operating procedures and systems of work
- Attending meetings / training events relevant to your role in order to share / learn best practice
- Ensuring safe, efficient, customer focused service
- Ensuring a happy, productive working environment that integrates well with staff and visitors at the Centre
- Contributing positively to the environmental performance of the Centre
- Ensuring the highest standards of quality are achieved in all duties carried out
- Working closely with Centre staff to ensure that appropriate levels of service are maintained during absences and periods of high workload
- Fulfilling your obligations under FSC's Behaviour Partnership
- Any other duties that may reasonably be required by the Head of Centre to ensure the smooth and efficient running of the Centre

PERSON SPECIFICATION

Role Title: VOLUNTARY BEACH WARDEN	Centre / Unit: Slapton Ley
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ESSENTIAL/DESIRABLE FACTORS FOR THE ROLE			How is this identified?
1. EDUCATION / QUALIFICATIONS	E	D	
A Levels in ecology, geography or related subjects		✓	Application Form
Basic First Aid Certificate		✓	Application Form
2. EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES			
Experience working with children and / or young people		✓	Application Form/Interview
Previous conservation experience		✓	Application Form/Interview
3. PERSONAL QUALITIES			
Trustworthy and reliable	✓		Interview
Ability to work as a competent and effective team member	✓		Interview
Strong commitment to a high standard of customer care	✓		Application Form/Interview
Good time management and prioritisation skills with the ability to organise own workload	✓		Application Form/Interview
Pleasant manner and flexible approach	✓		Interview
Willingness to assist, in any capacity, to share the pressures of a busy Centre	✓		Application Form/Interview
4. COMMUNICATION SKILLS			
Have a pleasant manner and good communication skills – being able to relate well to Centre staff and our full range of customers	✓		Application Form /Interview
Computer skills		✓	Application Form/Interview
5. OTHER CIRCUMSTANCES			
Enthusiasm for providing environmental understanding for all	✓		Application Form/Interview
Full driving licence		✓	Application Form

April 2010

Summary of Main Terms and Conditions

Remuneration:

In relation to employment legislation you will be considered a 'voluntary' worker, and as such the post is unpaid. However, board and lodging may be provided free of charge during the period in which you remain a volunteer and you will be reimbursed for any reasonable expenses that you necessarily incur in the carrying out of your voluntary role.

Duration:

This role is offered for a 2 month period from mid July to mid September in the first instance (subject to probationary period).

Expected Hours of work:

An average of 40 hours per week on a flexible system based around the requirements of the customers and the Centre. Evening and weekend working will be required.

Probationary Period:

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

Post Classification:

Category B as defined in the FSC Code of Conduct. (Category A if resident)

Level of CRB Disclosure Required:

Enhanced

Field Studies Council

BACKGROUND INFORMATION

For over 60 years 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. 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.

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

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.

APPLICATION FORM

Charity No: 313364

POST APPLIED FOR: _____

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 From-To		Grade/Level achieved

(Continue on a separate sheet if necessary)

TRAINING

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

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

(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: _____

GUIDANCE NOTES FOR APPLICANTS

Short-listing decisions will be made using the application form and this is your only opportunity to tell us about yourself, 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 and covering letter, against the requirements of the job.
- Interviews are normally conducted by a panel. This will usually include 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.