



Welcome

Dear Applicant

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

1. Job Description and Person Specification
2. Summary of main terms and conditions for the post
3. Information about the FSC and Rhyd-y-creuau Field Centre.

(Please also visit: www.field-studies-council.org)

You can download a word version of the application form from our website: www.field-studies-council.org/vacancies For this post you will need the application form for **education posts**.

Completed Application Forms and a short Covering Letter explaining why you are applying for the position should be returned for the attention of: Rachel Summers, 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: rachel.rc@field-studies-council.org

Applications will be considered until 28th February 2012, and interviews will be held on Friday 9th March 2012.

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 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 Rachel Summers on 01690 710494. We look forward to receiving your application in due course.

Rachel Summers
FSC Rhyd-y-creuau Tutor



ROLE DESCRIPTION

Role Title: Higher Education Student Placement (Education Assistant)
Based at: Rhyd-y-creuau
Reports to: Tutor responsible for Education Assistants

Overall role purpose:

As a member of 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 year with us and can assist in identifying and prioritising tasks. The post holder will be living in shared staff accommodation and must be flexible in their attitude, as evening and weekend shifts are required. A full, clean UK driving licence and experience of working in the customer service sector would also be advantageous.

The Core Values that we regard as essential for every member of staff include; a passion to deliver the highest standards of customer care, honesty and openness, an ability to work safely, a desire to show pride in all aspects of their work, a flexible approach with a willingness to adapt to changes within the learning location and have a commitment to inspiring environmental understanding through first-hand experience.

This is essentially an active role and will require the job holder to be able to carry out duties associated with managing groups in an outdoor learning location, e.g. off-site locations.

FSC Education Assistants gain:

- Experience within 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.

Sustainability

We are a recognised Eco-Centre 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 responsible for our shop including 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 participate in staff reviews and the centre action planning cycle.

Other Routine Tasks

These will include showing in new arrivals; carrying out your share of residential duties (duty shifts, locking up etc), issuing and maintaining waterproofs; 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. You will assist with stock-taking and painting and maintenance tasks.

Summary of Main Terms and Conditions

Contract Term:

This is a fixed-term appointment for a maximum of 12 months, for students who are studying on a higher education course. (Start date is negotiable between **August and September 2012**).

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 £55 per week payable monthly in arrears by credit transfer as detailed on your pay statement. You may be resident at the Centre. If resident, you 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 shifts 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. For anyone who joins part way through the year they will receive a pro-rata entitlement of the 28 days.

Accommodation:

If resident, you will be given your own room on site. All staff accommodation includes shared bathroom facilities. Meals are available from the Centre kitchen during the course of your duties. Meals are not provided on days off and holidays. 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 at least two years. If you passed your driving test before January 1997 and have a D1 entitlement you may also be able to drive Centre minibuses.

Pension:

The post-holder may be eligible to join the FSC Group Personal Pension Plan.

Sickness:

During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with FSC's sickness absence policy. The payment of sick pay is subject to compliance with FSC's rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.

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

Date of issue: **January 2012**

PERSON SPECIFICATION

Post Title: Higher Education Student Placement		Centre / Unit: FSC Rhyd-y-creuau	
ESSENTIAL/DESIRABLE FACTORS FOR PLACEMENT ON THE SCHEME			How is this identified?
1. QUALIFICATIONS	E	D	
Studying for a degree in either Biology or Geography or other environmental subject	✓		Application
2. EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES			
Ability to communicate effectively	✓		Application /Interview
Have the ability to apply learning to improve work practices	✓		Application /Interview
Ability to use standard office software and technology	✓		Application
Ability to effectively manage personal time to prioritise and complete tasks efficiently	✓		Interview
Previous experience of teaching and/or fieldwork		✓	Application /Interview
Previous experience of grounds management/practical conservation		✓	Application /Interview
Have the ability to enable participation of all learners		✓	Application /Interview
Ability to read, write and speak Welsh		✓	Application /Interview
3. PERSONAL QUALITIES			
Passion to deliver the highest standards of service and customer care	✓		Interview
Ability to work effectively within a team or independently	✓		Application /Interview
Innovator, self-starter who shows personal initiative	✓		Application /Interview
Have enthusiasm and respect for the outdoor environment	✓		Application /Interview
Commitment to improving the FSC's environmental performance		✓	Interview
4. OTHER CIRCUMSTANCES			
First Aid Certificate		✓	Application
Full Driving Licence		✓	Application
Minibus driving experience / certification		✓	Application

January 2012

The Field Studies Council

For over 60 years Field Studies Council (FSC) has been providing fieldwork and first-hand learning in the environment for people of all ages. We aim to provide 'inspiring environmental understanding through first-hand experience' to a growing number of learners with as few barriers as possible.

The Charity has an extensive network of established learning locations sited throughout the UK and an increasing number of outreach locations. We provide residential and non-residential field based courses supported by distance learning resources through our busy publications unit and on the Charity's website.

FSC's main area of activity is working with schools, providing Geography, Science and other courses to complement all stages of the Curriculum. University courses at all levels are also a major part of the Charity's work. In addition, FSC provides a wide range of special interest courses for adults ranging from painting and photography to the study of habitats and taxonomic groups and professional training courses for teachers and those involved in the environment. 'Eco-Adventures' (a mix of environmental and outdoor adventurous activities) and family activity holidays are also offered.

FSC believes in the benefits of working in partnerships and these exist at all levels from strategic to local. This includes all areas of our work and extends to a range of international partners as well as those based in the UK.

The Charity's values are about focusing on the needs of the learners; delivering safely what we say we will do; being committed to continuous improvement and having an FSC wide perspective. These are achievable because FSC staff have a real passion for the work of the Charity and a pride in their role within it. Every role in the Charity is vital to delivering its mission and vision – if this inspires you and you meet the requirements of the post we would love to hear from you.

For further information visit our website www.field-studies-council.org

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 the Centre has 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 currently 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 Education 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/