



Welcome to the Field Studies Council (FSC)

General Assistant at Millport Field Centre, Isle of Cumbrae, FSC Scotland

We currently have 2 vacancies. These are fixed term positions which will end on October 31st 2017. Accommodation is available and we will accept applications from a pair who are willing to share a bedroom and for single individuals who would have their own room, but if you're looking for something closer to home, there's always the option to live out.

Imagine a role that offers you both unique opportunities and challenges; where you are an important part of an empowered team who strive to create a truly memorable experience for every individual who visits our FSC Locations and where you have the chance to demonstrate your passion to deliver the highest standards of customer service and care. No matter what role you perform at the FSC, everyone can make a difference...if you want to join our successful Environmental Education Charity and you have what it takes to make a difference then we want to hear from you.

Included in this pack is the key information relating to our **General Assistant** vacancies:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC and Millport Field Centre

How to apply:

To apply for the position of General Assistant please download and complete in full the **BASIC application form**. You must ensure that your application includes examples of how you have demonstrated skills, knowledge and experience in meeting the requirements of the post detailed in both the job description and person specification.

For all recruitment information and the relevant application form please go to our vacancies web page at: www.field-studies-council.org/vacancies

Send your completed application form to: recruitment@field-studies-council.org **OR**
Human Resources, FSC Head Office, Preston Montford Bridge, Shrewsbury, Shropshire, SY4 1HW

Please note we do not accept CV's without a completed application form.

Applications will be considered upon arrival and interviews arranged as appropriate

If you have any queries regarding our General Assistant positions, please call Alex McFie on 01475 530581. We look forward to receiving your application in due course.

Alex McFie
Head of Centre

JOB DESCRIPTION

Job Title: General Assistant
Based at: Millport Field Centre
Grade: Team Member
Reports to: Centre Manager
There is no line management responsibility associated with this post

Overall Job purpose:

General Assistants work in the kitchen, service and housekeeping operations to ensure that the learning location is clean and tidy for visitors at all times whilst contributing to a friendly welcoming atmosphere.

They will also work closely with the Maintenance Officer, who is responsible for:

- Overall maintenance and improvements to the fabric, fittings and systems of the Field Centre premises, grounds and plant
- Carrying out routine Health and Safety monitoring checks and associated record keeping

This is essentially an active role and will require the job holder to be able to carry out duties associated with kitchen, housekeeping and maintenance work, including manual handling e.g. carrying saucepans, trays of food/crockery and laundry, assisting with food deliveries, making beds and operating vacuum cleaners.

Key Responsibilities:

- Assisting with the preparation and service of breakfast, lunches and evening meals for up to 120 residential visitors and staff, and occasional meals for non-residential groups
- Service and clearing in the dining area at meal times, cleaning the kitchen and operating the dishwasher
- Preparation of sandwich fillings and packed lunch materials
- Recognising areas requiring additional cleaning, tackling these where possible and where necessary reporting these to your Line Manager
- Routine and additional cleaning or preparation of the learning location for all users: including bedrooms, corridors, public areas, staff areas, classrooms, bathroom, shower and toilet facilities
- Keeping all exits and corridors free from obstructions, ensuring that equipment is safely stored and laundry/house cupboards are organised and tidy
- Assisting with the internal and external repairs to fabric and fittings, ensuring that all tasks are carried out appropriately and to a suitable standard: tasks may include day to day repairs, carpentry, window glazing, plumbing, electrical works, painting and decorating, periodic inspection and testing of plant and equipment, general tidiness outside and inside of buildings and grounds
- Assisting with the maintenance of the grounds, in line with any grounds maintenance and development plan: tasks may include waste disposal, general tidiness, upkeep of garden and estate areas, care and use of maintenance and estate equipment
- General maintenance, cleaning and checking of Field Centre vehicles
- Undertaking a variety of miscellaneous tasks which could include serving in the shop/bar, collecting or delivering people or materials in FSC vehicles (if holding a valid driving licence)
- Taking an active role in the learning location's evening and residential duties - this will involve staying on site on some evenings and overnight to deal with customer issues and, with the support of a Senior member of staff, respond to emergencies

General:

- Complying with all relevant legislation / FSC Operating Codes of Practice (OCoPs) / FSC Health and Safety Handbook and FSC procedures
- Delivering a high standard of customer service and customer care
- Ensuring the highest standards of quality are achieved in all duties carried out
- Working closely with other FSC staff with regard to ensuring that appropriate levels of service are maintained during absences and periods of high workload
- Maintaining a high standard of personal hygiene & personal appearance in accordance with FSC policies
- Fulfilling your obligations under FSC's Behaviour Partnership to ensure a happy, productive working environment
- Attending staff meetings as well as FSC internal and external training as required, in order to share best practice and improve team and learning location performance, and participating fully in staff development activities (sometimes this may involve travel to other FSC locations with the occasional overnight stay)
- Driving: We have a number of vehicles which you may be asked to drive. To do so, you will need to be 21 years or over, have a full valid driving licence, to have been driving for at least two years, and undertake an internal assessment on commencement in the role
- Undertaking any other duties that may reasonably be required to ensure the smooth and efficient running of the learning location

Key Expectations:

The expectations of every employee that we regard as essential include:

- A positive and passionate work attitude
- A desire to show pride in all aspects of their work
- A flexible approach with a willingness to adapt to changes
- An ability to work using your own initiative both independently and as a competent, effective team member
- An ability to work under pressure and prioritise work to meet tight deadlines
- Always treating others with courtesy, dignity and respect
- A commitment and contribution to improving FSC's environmental performance
- A committed and proactive approach to personal development; motivated to learn new skills and overcome new challenges

This job description should be seen as enabling rather than restrictive, and will be subject to regular review.

Date of Issue: May 2017

PERSON SPECIFICATION

Post Title: GENERAL ASSISTANT	Learning Location: MILLPORT FIELD CENTRE
--------------------------------------	---

ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
1. QUALIFICATIONS & EXPERIENCE			
Previous Customer Service experience	✓		Application / Interview
Experience in general interior and exterior maintenance work		✓	Application / Interview
Experience of grounds maintenance		✓	Application / Interview
Catering and/or hospitality experience		✓	Application / Interview
Any 'trade skills', e.g. carpentry, plumbing, electrics (HND or similar)		✓	Application / Interview
Experience of working in residential and/or educational buildings, or similar extensive premises		✓	Application / Interview
Level 2 Food Safety Certificate or equivalent		✓	Application / Interview
Full valid Driving Licence		✓	Application
Full D1 Entitlement with minibus driving experience/certification		✓	Application
First Aid qualification		✓	Application
2. KNOWLEDGE			
Ability to use standard office software and technology as appropriate to the role		✓	Application
Awareness and understanding of relevant Health and Safety issues		✓	Application / Interview
3. SKILLS			
Ability to focus and stay on task in a busy environment or when working alone	✓		Application /Interview
Ability to effectively manage tasks on a day to day basis	✓		Application /Interview
Excellent communication skills, sensitive to the needs of others	✓		Application /Interview
Excellent attention to detail in all aspects of work	✓		Application /Interview

SUMMARY OF MAIN TERMS AND CONDITIONS

Contract Term:

These are fixed term positions which will end on 31st October 2017

Remuneration:

FSC Grade: Team Member

FSC Pay Grade: The hourly rate payable will be at the national minimum wage appropriate to the post holder's age.

Currently –

- £4.05 (Under 18 years of age)
- £5.60 (18 – 20 years of age)
- £7.05 (21 – 24 years of age)
- £7.50 (25 years of age and over)

The salary is paid monthly in arrears by BACS transfer.

A uniform is provided by the FSC.

If resident at the centre a deduction is taken from your gross monthly salary and you will be required to sign a residential accommodation agreement. Sharing a room will mean that this deduction would be halved. Food will only be provided during the course of your duties. Food is not included on days off and holidays.

Hours of work:

The hours of work are based on a notional average of 40 hours per week based on a flexible shift pattern, this **will** fluctuate throughout the duration of the contract according to business needs. This means that the post holder may be required to work more hours during busy periods and considerably less in other weeks to compensate. Evening, weekend and Bank Holiday working will be required. You will be required to undertake evening duties. The working pattern can be discussed further at the interview.

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.

Pension:

The post-holder will be eligible to join one of FSC's Pension schemes.

Sickness:

During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with FSC's sickness absence procedures. 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.

Additional Employee Benefits:

These include an Employee Assistance Programme, Life Assurance* and Health Cash Plan with Westfield Health* (*exclusions apply). Further details are given on appointment, as applicable, or are available by contacting Human Resources at FSC Head Office on 01743 852 134.

Probationary Period:

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

Post Classification / Criminal Records Check Requirements:

This post has been classified as being **exempt** from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Applicants will therefore be required to disclose any convictions, cautions, reprimands or final warnings which are NOT protected as defined under the Act, and the successful candidate will also be required to undertake a PVG Scheme check for regulated work with children with Disclosure Scotland.

FIELD STUDIES COUNCIL: BACKGROUND INFORMATION

Field Studies Council (FSC) is an environmental education charity providing informative and enjoyable opportunities for people of all ages and abilities to discover, explore, and understand the environment.

Our Mission is to bring environmental understanding to all.

Our Vision is inspiring environmental understanding through first-hand experience

What we believe -

FSC believes that the more we understand about and take inspiration from the world around us the more we can appreciate its needs and protect its diversity and beauty for future generations.

In all we do, we are committed to:

- **Delivering first hand experiences.** FSC uses the environment to inspire. Taking in its sights, sounds and smells has the ability to motivate, deepen knowledge and broaden horizons.
- **Providing opportunities for everyone.** FSC strives to provide opportunities for everyone regardless of age, ability or background.
- **Sustainability for the future.** A commitment to the environment is at the heart of everything FSC does: how we run the charity, what people learn on our courses and through our publications.
- **A caring attitude.** From the way we treat our customers, our staff, the environments we work in and the feel of our locations, FSC demonstrates a personal approach with great care taken in everything we do.

What we do -

For more than 70 years FSC has touched the hearts and minds of people of all ages through courses at our network of learning locations, work overseas and the production of resources. Each year over 140,000 people experience FSC many through a visit to one of our learning locations

- Learning outside the classroom experiences with their school, college or university
- Professional training courses for environmentalists and teachers
- Natural history courses
- Identification guides and free resources
- Funded projects both in the UK and abroad
- Art courses
- Family holidays
- Campaigns for the right to outdoor learning and fieldwork

Some of the FSC's proudest moments have arrived when trying to reach those who would not be able to have an FSC experience without some help. In 2014, thanks to FSC members and donations from individuals and Trust Funds, we were able to provide support for over 1000 young people who otherwise would not have been able to take part.

Despite all that we have achieved so far, we hope to provide even more opportunities for people of all ages and abilities to discover, explore and understand the natural world. However, as an Investors in People charity, we realise we can't achieve this without staff that 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 more information please also visit www.field-studies-council.org

FSC Millport

FSC Millport is a new learning location for the Charity. The Marine Station at Millport has been in existence for over a century and is the oldest in Scotland. The site has built up a well-earned reputation for high quality field teaching which FSC is keen to maintain and develop.

The centre first opened its doors to FSC customers in February 2014. The main user groups are higher education groups, expanded by the development of courses for a wider range of users including, Scottish schools, other groups from outside Scotland and the leisure learning market. FSC has ambitious plans for the Centre including the refurbishment of much of the site and will form a key component of the Charity's work in Scotland and will work closely with other FSC operations to ensure a comprehensive and joined up provision can be offered across FSC Scotland.