



Welcome to the Field Studies Council (FSC)

Head of Centre with FSC Scotland, based at Kindrogan Field Centre, Blairgowrie

“Imagine a job where you can use your management experience and environmental knowledge every day; helping to shape the minds of the new generation; a job where you work as part of a team in the great outdoors, inspiring others and developing passions for the future. A senior leadership position with the FSC, managing a diverse team of educators, hospitality and maintenance staff, gives you a role with both challenge and opportunity and a chance to start young people on a journey of discovery that can last a lifetime. FSC are looking for people with a curiosity for the world around us, a passion for the natural history of the British Isles and an ability to enthuse and inspire others.

Kindrogan Field Centre is in rural Perthshire, close to the southern limit of the Cairngorms National Park, yet close enough to explore the burgeoning attractions of Dundee with its exciting waterfront developments including the stunning new V & A Museum of Design. Kindrogan is in an area rich in wildlife and with tremendous opportunities for a range of outdoor activities. There are pine martens and red squirrels in the grounds, and stunning hillwalking, rock climbing and winter mountaineering within easy reach of the centre. The ski area of Glenshee is a 15-minute drive away. A well maintained bungalow would be available on site, for a monthly fee, which would ideally suit a couple or family.”

Included in this pack is the key information relating to our **Head of Centre** vacancy:

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

How to apply:

To apply for this position please download and complete in full the [MANAGEMENT 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 relevant application forms 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, Montford Bridge, Shrewsbury, Shropshire SY4 1HW

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

The closing date for receipt of your completed application is 12 noon on Monday 18 September 2017

Interviews are scheduled to take place at Kindrogan Field Centre on Thursday 28 & Friday 29 September 2017. Shortlisted candidates will need to attend both days.

Shortlisted applicants will be contacted by telephone and/or email

If you have any queries regarding this vacancy, please call Mark Bolland 01743 852100. We look forward to receiving your application in due course.

A handwritten signature in black ink, appearing to read 'Robert Lucas'.

Robert Lucas
Chief Executive

JOB DESCRIPTION

Job Title:	Head of Centre
FSC Grade:	Senior Manager
Based at:	Kindrogan Field Centre
Reports to:	Director of Operations
Responsible for:	The management and performance of the learning location and its staff

Overall Job Purpose:

The Head of Centre role is responsible for the learning location in its entirety and will be required to ensure the efficient and effective running of the learning location whilst ensuring that all activities are in line with the FSC 2020 vision. This is an active role and will require the job holder to be able to carry out duties associated with all aspects of running a busy learning location.

Key Responsibilities:

- Being accountable for the learning location in its entirety, including overall responsibility for the day-to-day operations of the learning location, the management of staff and financial performance.
- Identifying markets and partners to drive forward the business in line with the expectations of FSC, partners and project funders.
- Promoting and supporting marketing to develop the learning location as an accessible and high profile showcase for FSC education activities.
- Forming and maintaining local partnerships, contributing to appropriate local & regional networks and communities and managing projects in line with the needs of the charity.
- Recruiting staff as required by the business and leading the whole staff team, providing support and advice through induction, training & review and delivering on our commitments to be an Investor in People.
- Managing all aspects of the finance of the learning location including income generation, budget control, net budgeting and surplus generation to ensure the generation of a surplus commensurate with its capacity.
- Ensuring the excellent reputation of the learning location for delivering high quality professional, amateur interest, university and school courses is maintained and developed.
- Ensuring that all users of the learning location have a high quality experience, as evaluated through customer feedback and the FSC Internal quality assurance inspections.
- Proactively leading FSC Health & Safety systems for all aspects of the learning location.
- Ensuring the learning location has duty and on-call staff available for all nights that there are students resident on site. The on-call responsibility is typically shared by the Head of Centre and other senior staff and requires that they are within 20 minutes (or exceptionally within 30 minutes) travel time of the learning location. Duty staff are required to be resident at the learning location when on duty and this responsibility is typically shared by a larger team on a weekly basis.
- Managing the development, support & maintenance of education resources.
- Maintaining and improving the learning location's environmental performance, including external recognition.

General:

- Complying with all relevant legislation / FSC Operating Codes of Practice (OCOPs) / FSC Health and Safety Handbook and FSC procedures
- Proactively inspiring and 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 staff to ensure that appropriate levels of service are maintained during absences and periods of high workload
- Maintaining professional standards at all times 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 learning locations with the occasional overnight stay)
- Driving: We have a number of vehicles which you will 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

Subject to meeting certain criteria, you may also be required to drive our minibuses. If you do not hold D1 entitlement and have the appropriate driving experience/certification, you may be required to undertake the relevant training upon commencement of 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: August 2017

PERSON SPECIFICATION

Post Title: HEAD OF CENTRE	Learning Location: KINDROGAN FIELD CENTRE		
ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
1. QUALIFICATIONS & EXPERIENCE			
Degree in Geography, Biology, Ecology, Environmental Science or closely allied discipline	✓		Application
5+ years' experience of successfully managing staff to achieve high results	✓		Application/Interview
Demonstrable experience of operating at a strategic level	✓		Application/Interview
Experience of managing team leaders across a range of operating services	✓		Application/Interview
Experience of leading customer focussed service delivery	✓		Application/Interview
Experience of the development and delivery of teaching programmes	✓		Application/Interview
Experience of working at a regional (E) or national level (D) with critical partners	✓	✓	Application/Interview
Previous experience of working with children and/or informally with groups	✓		Application/Interview
Experience of writing and undertaking risk assessments	✓		Application/Interview
Numerate with experience of complex financial management including forecasting	✓		Application/Interview
At least 5 years previous experience of working in environmental education or outdoor learning	✓		Application/Interview
Full valid Driving Licence	✓		Application
At least 2 years previous experience of management in an environmental education or outdoor learning context		✓	Application/Interview
Management Qualification or H&S Management Qualification		✓	Application
Business Management and/or budget management experience		✓	Application/Interview
Accredited Trainer/ Assessor or PGCE or equivalent		✓	Application
First Aid Qualification		✓	Application
Full D1 entitlement with minibus driving experience / certification		✓	Application
2. KNOWLEDGE			
Ability to use standard office software and technology e.g. word processing, databases, spreadsheets and outlook	✓		Application
Good knowledge of the Scottish Education System, including Curriculum for Excellence	✓		Application/Interview
3. SKILLS			
Proven leadership abilities	✓		Application/Interview
Exceptional project management skills	✓		Application/Interview
Ability to communicate at a strategic level and to a diverse range of audiences	✓		Application/Interview
Ability to motivate your team to achieve high results and inspire others	✓		Application/Interview
Committed and proactive approach to personal development, motivated to learn new skills and seek new challenges, and to motivate others to do the same	✓		Application/Interview
Demonstrable time management and prioritisation skills	✓		Application/Interview
Confident self-starter able to work accurately under pressure	✓		Application/Interview
Commitment to learning in the outdoor environment	✓		Application/Interview

PERSON SPECIFICATION (continued)

Significant experience, expertise or interest in:

Management – able to manage resources, i.e. both people and plant, whilst maintaining an open communications culture and progressing the personal and professional development of all staff. The new management must work to ensure the Centre maintains and develops its reputation for high quality educational courses in a changing operating environment. This will involve the skilful management of finances and resources to ensure that FSC targets are met.

Building the FSC profile – it will be important to maximise the showcasing opportunities presented by the site and its location to publicise the charity and its activities. The Head of Centre would be expected to publicise new initiatives and, in conjunction with colleagues from Head Office and other FSC Centres, to market effectively the services provided by the Centre and the organisation.

National Education Agenda

Scotland - awareness of current changes in schools as a result of Government policies and of the Curriculum for Excellence, the requirements of higher education and continuing changes in the provision of courses for the marine science community. The successful candidate will need to develop and market courses that will attract students, teachers and lecturers and win the support of funders and governors.

England and Wales – awareness of current changes in schools as a result of policy changes at both Welsh and English Government levels and of the National Curriculum, specifications at GCSE, A-level and IB and continuing changes in the provision of courses for groups outside formal education. The successful candidate will need to develop, customise and market courses which will attract students and teachers and win the support of funders and governors.

Informal Education – The successful candidate will need to develop, customise and market courses which will support the learning of students in informal education and those undertaking professional learning programmes.

SUMMARY OF MAIN TERMS AND CONDITIONS

Contract Term:

This is a permanent post.

Remuneration:

FSC Grade: Senior Manager.

FSC Salary Grade: Scale Points 28 - 32, currently £41,482 - £49,468 per annum.

The point of entry within the salary grade will be dependent upon qualifications and experience. Further incremental progression within the grade will be subject to meeting required standards and satisfactory individual performance reviews.

The salary is paid monthly in arrears by BACS transfer. The salary scale is reviewed annually.

If resident at the Centre a deduction of 20% is taken from your gross monthly salary and you will be required to sign a residential accommodation agreement. 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, however, for a post of this nature you will be expected to devote such time as is necessary for the proper carrying out of your duties. This will include some evening and weekend work and there will also be the requirement to attend meetings and courses at other locations as required.

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. Anyone who joins part way through the year will receive a pro-rata entitlement of the 28 days.

In addition to the above, we recognise and reward staff loyalty by awarding additional paid leave days, based on length of service, up to a maximum cumulative total of 5 additional days paid leave.

Pension:

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

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 852119.

Probationary Period:

This post has a 12 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 Scotland

Kindrogan was the first FSC Field Centre to be opened in Scotland and is Scotland's National Centre for Excellence in Field Studies and Biodiversity Training. FSC Kindrogan has a deserved reputation for the delivery of high quality field courses in geography and biology across the age range. A wide variety of educational courses with an environmental theme are also offered for adult and family groups. The Centre is located 12 miles from Pitlochry, on the edge of the Cairngorms National Park. Since the FSC took over the Centre just over 10 years ago, there has been substantial investment in the site, with an ongoing programme of en-suiting rooms, and updating customer facilities.

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 had previously built up a well earned reputation for high quality field teaching which FSC was keen to maintain and develop.

The centre opened its doors to its first FSC customers in February 2014. The main user groups initially were the many higher education groups which previously used the site. These have been supplemented by the development of courses for a wider range of users including other higher education groups, 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 the addition of a new accommodation and teaching building to ensure that the high quality teaching provision is supported by appropriate infrastructure. FSC Millport forms a key component of the Charity's work in Scotland and works closely with other FSC operations to ensure a comprehensive and joined up provision is offered across FSC Scotland.