



Welcome to the Field Studies Council (FSC)

Casual Minibus Driver at Flatford Mill Field Centre, Suffolk

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 **Casual Minibus Driver** vacancy:

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

How to apply:

To apply for this position 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, Montford Bridge, Shrewsbury, 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 this vacancy please call John Blair on 0845 3307368 We look forward to receiving your application in due course.

John Blair
Head of Centre

JOB DESCRIPTION

Job Title:	Casual Minibus Driver
FSC Grade:	Team Member
Based at:	Flatford Mill Field Centre
Reports to:	Office Manager
	This post holds no line management responsibility

Overall Job purpose:

Casual Minibus Drivers will undertake driving duties on an occasional basis, as required. The learning location runs a fleet of four minibuses: a 17 seat Ford Transit, a 16 seat Renault Master and two 9 seat Ford Tourneos, and on occasions also hires in additional minibuses.

This is essentially an active role and will require the job holder to be fit and able to carry out duties associated with driving, including manual handling e.g. carrying and loading luggage.

Key Responsibilities:

- Driving vehicles to transport school students and other FSC course participants to and from fieldwork sites in the local area
- Driving vehicles to collect/drop off course participants and other visitors and their luggage at the station
- Undertaking other driving duties as required
- Offering assistance to passengers as appropriate
- Taking all reasonable precautions to ensure the safety of passengers who are on, or who are entering or leaving the vehicle
- Ensuring that a full passenger list and schedule has been lodged with the office before commencing a journey
- Ensuring that all passengers are present, seated and wearing their seatbelts before commencing a journey
- Assisting with the safe loading of luggage into vehicles, ensuring that all items are safely stowed/secured
- Undertaking journey risk assessments, adjusting speed and journey times as appropriate to the vehicle, weather and road conditions, and the needs of the passengers
- Undertaking basic visual vehicle inspections prior to each journey and reporting any defects immediately to your Line Manager
- Ensuring that passengers have removed their personal belongings at the end of the journey and that the vehicle interior has been left clean and tidy
- Cleaning vehicle interior & exterior when required
- Complying with the Road Traffic Act, the Highway Code and other relevant legislation, e.g. speed limits, passenger numbers
- Undertaking and passing internal and/or external driving assessments as required by the Head of Centre

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 staff to ensure 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 learning locations with the occasional overnight stay)
- 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: October 2017

PERSON SPECIFICATION

Post Title: CASUAL MINIBUS DRIVER	Learning Location: FLATFORD MILL FIELD CENTRE
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
1. QUALIFICATIONS & EXPERIENCE			
Minimum 2 years regular driving experience	✓		Application / Interview
Minibus driving experience	✓		Application / Interview
Proven safe driving practice	✓		Assessment
Full valid Driving Licence, held for 2 years or more	✓		Application
Full D1 minibus entitlement	✓		Application
Minibus driving assessment/certification, e.g. MIDAS, RoSPA or Local Authority, passed within the last 4 years		✓	Application / Interview
Passenger Carrying Vehicle (PCV) Driving Licence		✓	Application
First Aid qualification		✓	Application
2. KNOWLEDGE			
Awareness and understanding of the Highway Code	✓		Application / Assessment
Awareness and understanding of relevant Health and Safety issues	✓		Application / Interview
3. SKILLS			
Ability to focus and stay on task when working alone or as part of a team	✓		Application /Interview
Ability to effectively manage tasks on a day to day basis	✓		Application /Interview
Ability to communicate effectively with co-workers, line managers and customers	✓		Application /Interview
3. OTHER			
21 years of age or older	✓		Application / Interview
Ability to read a vehicle number plate from a distance of 20 metres (with prescription spectacles if required)	✓		Application / Interview

SUMMARY OF MAIN TERMS AND CONDITIONS

Agreement to Provide Occasional Services:

FSC can choose to offer you opportunities to provide occasional services as a Casual Minibus Driver, as and when they arise, which you can choose to accept or decline.

Hours of Work:

Due to the varying nature of our business pattern we are looking for a Casual Minibus Driver to work during peak times, therefore hours and times of work will vary.

There is no obligation on either FSC to provide hours of duty, or if offered, for you to accept them.

Remuneration:

FSC Grade: Team Member

FSC Pay Grade: Scale Point 7. The rate of pay is currently £7.96 per hour worked.

The pay scale is reviewed annually. Salaries are paid monthly in arrears, by direct credit transfer.

Holiday Entitlement:

You are entitled to accrue paid annual holiday in accordance with current legislation.

Probationary Period:

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

Post Classification:

Category B

Level of Disclosure and Barring Service (DBS) Check Required:

This post has been classified as **Category B** (as defined in the FSC Code of Conduct) which means it is **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 an **Enhanced check** with the Disclosure & Barring Service (DBS)

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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 Flatford Mill

Flatford Mill is situated in one of the most attractive parts of East Anglia, on the banks of the River Stour in south Suffolk. The local village is East Bergholt. Ipswich and Colchester are each nine miles away along the A12. The Field Centre occupies buildings leased from the National Trust, including the Mill and Mill House, Willy Lott's House and Valley Farm. The surrounding area, known as the Dedham Vale, has been made famous through the paintings of John Constable, whose family used to own Flatford Mill. The scene of *'The Hay Wain'* painting is here!

The Centre runs a wide-ranging programme of residential courses and other activities throughout the year for people of all ages. Over 6,000 people visit the Centre each year, staying for periods of up to a week. At any one time there may be a combination of adults, college students, secondary school students or primary school pupils in residence and day courses running as well.

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.

The Centre currently holds:

- The Investors in People Award
- The Council for Learning Outside the Classroom Quality Badge
- The Eco-Centres Award
- Suffolk Carbon Charter Award – Gold Standard
- Awarded in 2013: Suffolk's Greenest Small Business