

Welcome to the Field Studies Council (FSC)

Higher Education Student Placement Recruitment Pack



Higher Education Student Placements are available across many of our FSC Learning Locations and are suitable for undergraduates undertaking a four year degree programme with a dedicated year for a work placement included in their course. We are looking for candidates studying towards a degree in Geography, Biology, Ecology, Environmental Science or a closely allied discipline to come and primarily support our teaching staff in the delivery of field courses along with a range of other residential and domestic duties. We are looking for people who are enthusiastic about the environment and keen to see that people are taught to understand and respect it better.

We are currently recruiting **Higher Education Student Placements** for a variety of FSC Locations (see website for specific locations)

Please find enclosed the following information:

- Placement Overview and Person Specification
- Summary of main terms and conditions for the Placement
- Information about the Field Studies Council

How to apply:

1. To apply for a Higher Education Student Placement position please download and complete in full the **HIGHER EDUCATION STUDENT PLACEMENT application form**.
2. Write a short covering letter explaining what makes you the ideal candidate to be a Higher Education Student Placement with the FSC.

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, 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 form is 12 noon on Friday 2nd February 2018

Interviews are scheduled to take place at Preston Montford Field Centre on Wednesday 21st February 2018

Claire Fowler
Director of Operations

JOB DESCRIPTION

Job Title: Higher Education (HE) Student Placement
This post holds no line management responsibility

Overview:

The 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. We are looking for students who are enthusiastic about the environment and who want to develop their skills and understanding of a residential field centre. We are looking for students who have good interpersonal skills with some customer service experience and who can show initiative during the course of the placement to assist in identifying and prioritising tasks. We provide shared staff accommodation to all of our Placement students, and are looking for a flexible attitude, as evening and weekend working will be required.

This is essentially an active role and will require the post holder to carry out manual handling duties and those associated with effectively managing groups in outdoor learning locations, which may be remote, whilst ensuring the health and safety of the group at all times, including carrying safety sacks.

FSC HE Student Placements gain:

- Work experience that reflects 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 education.
- Experience of working with people of all ages in the outdoors.
- The opportunity to develop identification skills and contribute to survey work.
- Opportunity to attend relevant training courses e.g. Health and Safety, risk assessment, first aid and water safety training.
- An overview of the customer service sector.

Key Responsibilities may include:

- **Supporting Teaching Staff in Course Delivery:** Supporting the teaching staff in preparing resources and in the delivery of teaching to all age groups from KS1 to A level. 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 fieldwork. 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 required to maintain and prepare field equipment and to keep the equipment stores and classrooms clean and tidy.
- **Customer Care:** Delivering outstanding customer care is part of the FSC's commitment to exceeding the expectations of our customers. This will include undertaking a weekly overnight duty to be able to respond to customer requests and, with the support of a Senior member of staff, respond to emergencies.
- **Monitoring and surveying:** Collecting data as part of ongoing survey work. If relevant, we can also support student placements to use our facilities to collect data for dissertations.
- **Grounds Assistant duties:** At certain FSC locations, HE Student Placements may work at times in the grounds: Many of our locations have grounds comprising of grassland, woodland and ponds. Your role may involve maintaining these grounds on a day-to-day basis and having some responsibility for grounds management with a senior member of staff.
- **Weather:** Met Office climatological station duties: daily weather recordings are taken at 09:00 hours GMT and entered onto the Met Office website. You will also need to maintain the Met station.
- **Community Projects:** Working with other teaching staff to organise and deliver on a number of local community projects.

- **Sustainability and conservation:** Assisting in various “green initiatives”, such as recycling, gardening and maintenance tasks in the learning location grounds.
- **Learning Location Shop (& Bar):** Working in the shop (and bar), including carrying out stock takes and maintaining displays.
- **Training:** 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).
- **Other Routine Tasks:** These may include showing in new arrivals; collecting or delivering people or materials in learning location vehicles; issuing and maintaining waterproofs and wellies; managing the library; checking first aid kits; carrying out various safety audits; working in the house and/or kitchen at peak times depending on business needs; and assisting with general maintenance and painting around the learning location. You will also be timetabled to support independent groups to ensure they have everything they need to run their own courses. On ‘change over’ days you will be expected to assist in cleaning the classrooms and ensuring the resources are ready for the following week.

General:

- Complying with all relevant legislation / FSC Operating Codes of Practice (OCOPs) / FSC Health and Safety Handbook and FSC Procedures
- 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
- **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: November 2017

PERSON SPECIFICATION

Title: HIGHER EDUCATION STUDENT PLACEMENT

ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
1. QUALIFICATIONS & EXPERIENCE			
Studying for a degree in either Geography, Biology, Ecology, Environmental Science or closely allied discipline	✓		Application
An understanding of how working practices can be sustainable	✓		Application/Assessment
Previous experience of teaching and / or fieldwork in your studies or in any work experience		✓	Application/Assessment
Experience and / or a flair for working with children / young people in a formal or informal setting		✓	Application/Assessment
An understanding of the principles of risk assessment		✓	Application/Assessment
First Aid qualification		✓	Application
Full valid Driving Licence		✓	Application
2. KNOWLEDGE			
Ability to use standard office software and technology, including the use of social media and SMART technology	✓		Application/Assessment
Knowledge of the National Curriculum		✓	Application
3. SKILLS			
Enthusiasm and respect for the outdoor environment and sustainability	✓		Application/Assessment
Ability to apply learning to improve work practices	✓		Application/Assessment
Ability to enable participation of all learners		✓	Application/Assessment
Ability to focus and stay on task in a busy environment or when working alone	✓		Application/Assessment
Ability to prioritise effectively and manage personal time	✓		Application/Assessment
Excellent communication skills, sensitive to the needs of others	✓		Application/Assessment
A genuine commitment to customer care for customers of all ages and backgrounds	✓		Application/Assessment

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.

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. Placements receive an Allowance of £87 per week payable monthly in arrears by credit transfer as detailed on your pay statement.

Location of post:

This post will be based according to business needs at one of FSC's Learning Locations in the UK. Successful candidates will be notified of their location when appointed.

Accommodation:

If resident at a learning location a deduction of 20% is taken from your allowance and you will be required to sign a residential accommodation agreement. If resident at a residential Learning Location, food will be provided during the course of your duties only. Food is not included on days off and holidays.

Hours of work:

This post is based on a notional average of 40 working hours per week, this will equate to a total of 2080 hours of work annualised over a full year. The weekly hours are based on a flexible shift pattern, this **will** fluctuate throughout the year according to business needs which 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.

Placements at Residential Learning Locations are required to undertake one overnight 'sleep-in' duty per week as 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. Anyone who joins part way through the year receives 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 852134.

Probationary Period:

This post has a one 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 **Category A** (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 plus Children's barred list check** with the Disclosure & Barring Service (DBS). Note: if placed at a learning location in Scotland the successful candidate will instead 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. Thanks to FSC members and donations from individuals and Trust Funds, each year we are able to provide support for over 1000 young people who otherwise would not be 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 cannot 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

