

Welcome to the Field Studies Council (FSC)



Marine Commerce Graduate based at Millport Field Centre, Isle of Cumbrae

Field Studies Council is a charity providing residential and day experiences in environmental education and outdoor learning. Based on the Isle of Cumbrae, off the Ayrshire coast, our Millport Field Centre specialises in providing opportunities for marine research and study.

We are looking to recruit a 12 month graduate placement to research and promote the use of our marine research vessel, and to develop and market a new exhibition space as a new visitor attraction.

This position is part funded by Highlands and Islands Enterprise and the European Regional Development Fund.

Included in this pack is the key information relating to our **Marine Commerce Graduate** vacancy:

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

How to apply:

To apply for this position you will need to apply through ScotGrad via this URL - <https://tinyurl.com/ybtsw7k4>

ScotGrad <https://www.scotgrad.co.uk/graduates>
Graduate Placements for Growing Businesses

The closing date for receipt of your completed application is Sunday 29 April 2018.

The placement is expected to start in May 2018.

If you have any queries regarding this vacancy please call Alex MacFie on 01475 531420.

Alex MacFie
Centre Manager



JOB DESCRIPTION

Job Title: Marine Commerce Graduate
Based at: Millport Field Centre
Grade: Team Member
Reports to: Centre Manager
This post holds no line management responsibility

Overall Job purpose:

Millport Field Centre is based at the former University Marine Biological Station, on the Isle of Cumbrae, which was run by the University of London until the end of 2013. The centre is recognised by scientists worldwide as a pioneering base for marine research. Since taking over the site in 2014, the FSC have redeveloped the Centre by rebuilding teaching spaces, workrooms and accommodation on site where we now can host over 130 residential visitors, and hold events for over 150 people.

We are now looking for a graduate placement to help raise awareness of the new facilities, equipment and workspaces that are available at the centre, in particular to develop a new marketing strategy to maximise the use of the centre's marine research vessel, whilst developing and marketing a new exhibition/observation space to increase opportunities and attract visitors to the centre.

Specific tasks of the placement will include:

- Creating a marketing strategy along with a social media plan
- Reviewing and implementing digital opportunities for both the marine research vessel and exhibition space
- Researching and identifying key user groups for the marine research vessel
- Redeveloping the currently disused building and grounds into a new exhibition space
- Collaborating with local partners (e.g. Clyde Porpoise group) to agree the best use of exhibition/observation space
- Developing a plan for the exhibition space and co-ordinating the launch of the first event
- Targeting potential new domestic and international customers
- Generating and securing new bookings
- Reviewing the effectiveness of the exhibition facility and implementing any changes required
- Exploring opportunities for greater research opportunities and publishing of papers, with regards to data recording and collection

Placement Benefits:

The post holder will:

- Have access to FSC training, induction and professional development courses
- Be assigned a line manager and mentor
- Gain valuable work based experience that reflects an environmental educational charity and a respected referee for future job applications

As part of the ScotGrad Graduate Placement Programme, the post holder will have access to a tailored graduate business skills training course. ScotGrad placements also offer a unique opportunity to connect with a vast network of graduates and ScotGrad alumni. All graduates appointed through the programme are encouraged to use ScotGrad's networks to communicate with other ScotGrad participants, learn about any professional development opportunities, including any relevant networking events and build up a professional network.

This position is part funded by Highlands and Islands Enterprise and the European Regional Development Fund.

General responsibilities:

- 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 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)
- 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: April 2018

PERSON SPECIFICATION

Post Title: MARINE COMMERCE GRADUATE	Learning Location: MILLPORT FIELD CENTRE
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
1. QUALIFICATIONS & EXPERIENCE			
Degree, preferably related to Environmental Science, Business, Economics, Marketing or Commerce	✓		Application
Commitment to project completion	✓		Application
Experience in (or knowledge of) sales		✓	Application/Interview
Commitment to sustainability and environmental understanding		✓	Application/Interview
Experience of using creative online design tools		✓	Application/Interview
Experience working in a marine-based environment		✓	Application/Interview
First Aid qualification		✓	Application
2. KNOWLEDGE			
Proficient in the use of standard office software and technology e.g. Microsoft Excel, Word, Outlook	✓		Application/Interview
Knowledge of marketing and its principles	✓		Application/Interview
Knowledge of Marine Biology and/or outdoor learning sector		✓	Application/Interview
3. SKILLS			
A positive approach the with ability to build effective working relationships with others	✓		Application/Interview
Highly organised, with good time management & the ability to deliver work plans and meet tight deadlines	✓		Application/Interview
Ability to focus and stay on task in a busy office environment or when working alone	✓		Application/Interview
Excellent communication skills: in person, on the telephone and in writing	✓		Application/Interview

SUMMARY OF MAIN TERMS AND CONDITIONS

Contract Term:

This is an externally funded graduate placement to last for 12 months, with an expected start date in May 2018.

Remuneration:

FSC Grade: Team Member

FSC Salary Grade: Scale Point 10, currently £18,877 per annum

As the post is fixed term, the appointment is offered on a fixed point salary in the first instance.

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:

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.

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 852119.

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. 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

FSC Millport

Millport Field Centre is a relatively 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 opened its doors to its first FSC customers in February 2014. The main user groups initially have been the many higher education groups which previously used the site. These are now being 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.

For further background information on the centre visit: www.field-studies-council.org/centres/millport.aspx