

# Welcome to the Field Studies Council (FSC)

## Casual General Assistant at Blencathra Field Centre, Cumbria

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 General Assistant** vacancy:

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

### **How to apply:**

To apply for the position of Casual 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](http://www.field-studies-council.org/vacancies)

**Send your completed application form to:** [recruitment@field-studies-council.org](mailto: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 Casual General Assistant position please call Tim Foster on 01768 779601. We look forward to receiving your application in due course.

Tim Foster  
**Head of Centre**

## JOB DESCRIPTION

**Job Title:** Casual General Assistant  
**Based at:** Blencathra Field Centre  
**Grade:** Team Member  
**Reports to:** House Team Leader/Maintenance Officer  
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 House Team Leader and Maintenance Officer, who are 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 work 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 or collecting or delivering people or materials in FSC vehicles

### 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: August 2017

## PERSON SPECIFICATION

<b>Post Title: CASUAL GENERAL ASSISTANT</b>	<b>Learning Location: BLENCATHRA FIELD CENTRE</b>
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
<b>1. QUALIFICATIONS &amp; EXPERIENCE</b>			
Previous Customer Service experience	✓		Application / Interview
Experience in general interior and exterior maintenance work		✓	Application / Interview
Experience of grounds maintenance		✓	Application / Interview
Catering and 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
First Aid qualification		✓	Application
<b>2. KNOWLEDGE</b>			
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
<b>3. SKILLS</b>			
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:**

A casual contract means FSC can choose to offer you opportunities to provide occasional services as a Casual General Assistant, 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 General Assistant 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: The hourly rate payable will be at the national minimum wage rate appropriate to the post holder's age. Currently –

£7.38 (24 years of age or under)

£7.83 (25 years of age and over)

The salary is paid monthly in arrears by BACS transfer.

A uniform is provided by the FSC.

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

This post has been classified as **Category C** (as defined in the FSC Code of Conduct) which means it is **not exempt** from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). No criminal records check is currently required, however, the post holder must still meet the acceptance criteria as defined in the FSC Code of Conduct.

## 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](http://www.field-studies-council.org)**

## **FSC Blencathra**

Blencathra Field Centre is situated in the North of the Lake District with panoramic views of England's grandest National Park. Immediately to the north of the Centre is Skiddaw Forest which, along with the Centre Grounds and Greta Valley, provides a focus for much of the fieldwork undertaken. Blencathra is a diverse Centre having a large number of taught and independent courses, as well as self-catering facilities for fully independent groups and holiday cottages. In 2013 our Renewable Energy - Low Carbon Vision project was completed. This has reduced the carbon footprint of the Blencathra Centre's buildings by 80% through the installation of a combined system of renewable energy technologies to supply heat and power, incorporating hydroelectric power and biomass.

Looking after our customers is of paramount importance and the Administrative, Hospitality, Catering, Maintenance 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. There are 28 staff at the Centre, with nearly half living residentially taking advantage of the spectacular outdoor activities.

If you would like to find out more information about FSC Blencathra click on our updated **WEB** pages [www.field-studies-council.org/blencathra](http://www.field-studies-council.org/blencathra) or follow us on Twitter @BlencathraFSC