

Welcome to the Field Studies Council (FSC)



Digital Education Officer (base negotiable)

This is a fixed Term position being offered until December 2021 in the first instance

Imagine a job where you can use your 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. Teaching with FSC 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.

Included in this pack is the key information relating to our **Digital Education Officer** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC (also visit www.field-studies-council.org)

How to apply:

To apply for this position please download and complete in full the [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.

Note: the application form may not be mobile or tablet compatible. The form should ideally be completed on a desktop or laptop ensuring it is saved as and re-attached to an email to send back to recruitment@field-studies-council.org

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

The closing date for receipt of your completed application is 12 noon Thursday 7th January 2021

Interviews are scheduled to take place on Wednesday 13th January 2021

Shortlisted applicants will be contacted by email.

If you have any queries regarding this vacancy please email Simon Ward at s.ward@field-studies-council.org. We look forward to receiving your application in due course.

A handwritten signature in black ink, appearing to read 'Simon Ward', with a long horizontal line extending to the right.

Simon Ward
Head of Group (East)

JOB DESCRIPTION

Job Title:	Digital Education Officer
FSC Grade:	Senior Team Member
Based at:	Base negotiable. Travel to other locations will be required.
Reports to	Education Team Leader/Centre Manager (to be confirmed dependent upon location) This post holds no direct line management responsibility

Overall Job purpose:

The post holder will take ownership for the FSCs products based mainly on the curriculum, while supporting the development of products through-out FSC. They will support and enhance the product development processes, with a specific focus on using digital technologies to gather data and design new products. The post-holder will develop delivery channels including outreach and use of information and learning technology to transform and enhance the delivery of all FSC products and identify opportunities for new, digitally enhanced, supported or delivered products.

This is essentially a pro-active role which will require moderate physical effort, i.e. moving office files/equipment and intensive periods of time spent working on computer systems. In addition, the post-holder will occasionally be required to carry out duties 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.

Key Responsibilities:

- **Digital Education and Products:** Working under the direction of the Education Lead (Currently Head of Group (East)) and in coordination with the Head of Digital, Eco Business Directorate and others as business develops. Lead and project manage the FSC Digital Education Group and coordinate the development of the FSCs On-line Learning Platform in the development and delivery, ensuring that opportunities are highlighted for new & addition revenue products.
 - Lead the Content Management for the Digital Platforms and annual programme of new digital and outreach programmes
 - Lead the FSC Digital Group inc. programme development
 - Lead digital training for education staff as programmes are introduced, develop and change
 - Lead the development of the new FSC e-Academy (or equivalent as this develops further)
 - Coordinating the design and production of the digital content necessary to support all areas of product development including Media, Health, Leisure & Professional Services product areas.
- **Other Educational Products and Operations:** Working under the direction of the Education Lead (Currently Head of FSC East Region) and in association with Centre Managers, Group Operation Managers and Head of Groups
 - Contribute to the design and review of educational products across FSC
 - Co-ordinate the maintenance of external standards relating to the operation of existing products, such as Council for Learning Outside the Classroom badge.
 - Work with education teams to develop new innovative ideas that can be piloted
- **External Partners & Conferences:** Supporting the Centre Managers & Group Operation Managers in maintaining and developing communications with external partners, to support existing developments and new opportunities such as GA, RGS, BES, Higher Education and Industry to ensure that our fieldwork is relevant, up to date and leading the way in the field, including delivery at conferences.
- **Research:** Supporting and contributing to educational research, both in raising the profile of research and integrating knowledge from education research in FSC products and systems. Working with others within the commercial directorate to feed into the insight procedures to inform product design and development.

- **Digital Learning Technologies:** Leading the development of the strategic partnership between FSC and ESRI UK to ensure that cutting edge Geo-Technology and 21st century field and survey skills are core to the delivery of all FSC products. Also leading the working relationship with other digital partners such as Ordnance Survey in the development of FSC courses.
- **Data Analysis and Visualisation:** Supporting the Commercial Directorate and business development team through the occasional analysis and visualisation of marketing, customer & financial data.
 - Working with internal customers to define the problem.
 - Designing, agreeing and implementing a methodology and presenting the results in an appropriate format.
 - Assisting stakeholders to understand uncertainty and accurately interpret and communicate outcomes.

Teaching

- Delivering activities in a safe, effective and engaging manner, responding to the needs of the group by changing the pace and style of delivery as appropriate
- Setting a high standard of customer service - meeting and greeting visiting staff, welcome talks, etc and ensuring that these are delivered effectively
- Setting benchmark standards for the team in teaching and learning styles and strategies
- Ensuring that - where appropriate - programmes have relevance to the National Curriculum for England and Wales and awarding body Specifications
- Liaising with accompanying staff to ensure programmes meet their requirements
- Effectively integrating ICT into pre-planned activities
- Incorporating opportunities for the development of key skills within 'out-of-classroom' activities
- Undertaking any other duties that may be reasonably required to assist with other teams across the centre/region, and complying with all reasonable directions that may from time to time be given

General:

- Complying with all relevant legislation / FSC Operating Codes of Practice (OCOPs) / FSC Health and Safety Handbook and FSC procedures
- Taking an active role in the learning location's evening and residential duty system - this will involve staying on site on some evenings and overnight to deal with customer issues and, with the support of a Senior member of staff, respond to emergencies
- 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, Head Office and organisational performance, and participating fully in staff development activities (sometimes this may involve travel to other learning locations with the occasional overnight stay)
- Due to the remote nature of some FSC Centres they cannot always be accessed by public transport and it would therefore be an advantage if the post holder were able to drive. To drive FSC vehicles you will need to 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 or assignments within the scope of the post as may reasonably be required

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.

The FSC reserves the right to vary these duties, as per the needs of the business.

Date of issue: December 2020

PERSON SPECIFICATION

Post Title: DIGITAL EDUCATION OFFICER	Location: BASE NEGOTIABLE (travel to other locations will be required)
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
1. QUALIFICATIONS & EXPERIENCE			
Degree in either Geography, Biology, Ecology, Environmental Science, Computer Science or closely allied discipline	✓		Application
2+ years' experience of delivering fieldwork teaching	✓		Application
Experience of teaching at a wide range of levels, including A-level	✓		Application
Experience of working across a range of habitats and UK locations	✓		Application/Interview
Experience of delivering at training events or conferences	✓		Application/Interview
Experience of developing appropriate teaching resources, including digital	✓		Application/Interview
Experience in using and developing materials using various digital programmes such as ArcGIS and ESRI	✓		Application/Interview
Experience of writing and undertaking risk assessments	✓		Application/Interview
Teaching qualification (PGCE, BEd or equivalent)		✓	Application
First Aid qualification		✓	Application
Full valid driving licence		✓	Application
2. KNOWLEDGE			
Knowledge of FSC's internal quality assurance scheme and/or external schemes	✓		Application/Interview
Knowledge of teaching pedagogies and how these could relate to current education specifications.	✓		Application/Interview
Knowledge of the current English A level and GCSE specifications, KS2 and KS3 national curriculums, A levels in Northern Ireland and Wales and Highers in Scotland	✓		Application/Interview
Knowledge of resource development strategies and educational communication to ensure effective sharing best practice	✓		Application/Interview
Knowledge of digitally supported learning, large data sets, recording networks, GIS and Excel	✓		Application/Interview
3. SKILLS			
Excellent communication skills; being able to express ideas clearly and confidently to peers, line managers, and internal and external audiences	✓		Application/Interview
Ability to innovate, inspire, motivate and engage in fast changing and challenging situations and environments	✓		Application/Interview
Ability to work confidently in a group with a wide range of people as well as individually	✓		Application/Interview
Demonstrable project management skills including personal time management and prioritisation skills with the ability to effectively meet deadlines	✓		Application/Interview
Ability to integrate large amounts of information and conflicting issues, within a tight framework and timeline, to ensure all participants are involved and active	✓		Application/Interview
Ability to act on initiative; adopting a creative and proactive approach to all areas of work	✓		Application/Interview
Ability to focus and stay on task in a busy environment or when working alone	✓		Application/Interview

SUMMARY OF MAIN TERMS AND CONDITIONS

Contract Term:

This is a fixed Term position being offered until December 2021 in the first instance

Remuneration: FSC Grade: Senior Team Member

FSC Salary Grade: Scale Points 16 - 19, currently £23,045 - £26,299 based on 37.5 hours per week.

The fixed-point within the salary grade will be dependent upon qualifications and experience.

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

If resident, 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. Workwear is provided by the FSC.

Hours of work:

The post is based on a notional average of 37.5 hours per week. The weekly hours are based on a flexible shift pattern, this **will** fluctuate throughout the duration of your contract according to business needs. This means that the post holder may be required to work additional hours per week during busy periods and considerably less in other weeks to compensate. Evening, weekend and Bank Holiday working will be required. The post holder will be required to undertake evening and residential duties. The working pattern can be discussed with you at the interview.

There is an expectation that the post holder will occasionally have to travel to other FSC locations or meeting venues within the UK. Where this is required this would be agreed in advance and appropriate notice would be given.

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. Part time, seasonal or fixed term workers will receive a pro-rata of the entitlement. 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 six 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)

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 150,000 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