

Welcome to the Field Studies Council (FSC)



Freelance Tutor with FSC Northern Ireland, based predominantly at Tollymore Field Studies Centre

Imagine a role where you can use your environmental knowledge to help shape the minds of the new generation; a role 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 Freelance Tutor vacancy:

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

How to apply:

For all recruitment information and relevant application forms please go to our vacancies web page at: www.field-studies-council.org/vacancies

To apply for this position please download and complete in full the [EDUCATION 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 role detailed in both the job description and person specification.

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

Please note we do not accept CV's without a completed application form.

The closing date for receipt of your completed application is 12 noon on Thursday 18th January 2018

Interviews are scheduled to take place at Tollymore Field Studies Centre on Thursday 25th January 2018

If you have any queries regarding this vacancy please call Mark O'Connor on 028 43 726498. (For Derrygonnelly specific queries, please call Chris Finlay on 028 68 641673). We look forward to receiving your application in due course.

Noel Elliott
Head of FSC Northern Ireland

JOB DESCRIPTION

Job Title:	Freelance Tutor
Grade:	Team Member
Based at:	FSC Northern Ireland, predominantly based at Tollymore Field Studies Centre
Reports to:	Project Officer
	This post holds no line management responsibility

Overall Job purpose:

The post-holder will develop, plan and deliver 'out-of-classroom learning' activities to a wide ranging audience; engaging and enthusing students and assisting FSC achieve its goal of 'Bringing Environmental Understanding to All through first-hand experience'. The post-holder will be expected to lead groups of all abilities in the natural environment with the ability to provide an appropriate standard of care for our learners.

Although the role will primarily involve working out of a classroom at Tollymore Field Studies Centre (<http://www.field-studies-council.org/centres/northern-ireland/tollymore.aspx>), the post holder will have to be flexible, and a willingness to teach at FSC Derrygonnelly and to deliver outreach training at other locations as and when required is also a prerequisite for success. This role would suit someone with a strong background and passion for teaching geography fieldwork.

This is essentially an active role and will require the post-holder to be able 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, including carrying safety sacks. A willingness to travel and deliver at a number of learning locations in Northern Ireland is integral to this role; occasional overnight stays may be required in order to effectively deliver and meet customer needs.

Key Responsibilities:

Teaching

- Developing and delivering out-of-classroom learning experiences to a wide-ranging audience of formal and informal educational groups including:
 - Leading specification-based programmes at Leaving Certificate Geography & Biology, Transition Year and Junior Certificate
 - leading specification-based programmes in geography & biology at Key-stage 4 and A/AS level
 - leading Key-stage 2 & 3 programmes with environmental, conservation and adventurous activities
 - cross-curricular environmental studies programmes at Key Stages 2 and 3
 - informal leisure-learning programmes for adult and family groups
 - supporting other courses e.g. university groups, PGCE, etc
 - programmes for school and other local community groups
- Ensuring that - where appropriate - programmes have relevance to the Awarding Body Specifications
- Effectively integrating ICT into pre-planned activities (GIS, Excel, Smartboards and PowerPoints)
- Ensuring all resources (including shared resources) are prepared and available for the activity
- Producing plans for activities, identifying appropriate learning outcomes and liaising with accompanying staff to ensure programmes meet their requirements
- Identifying individual learning needs and planning and adapting courses to meet the needs of learners, and responding to the needs of the group by changing the pace and/or style of delivery as appropriate
- Contributing fully to the development of new teaching activities, including taking a lead role within some areas and effectively sharing and communicating ideas within the teaching team
- Delivering activities in a safe, effective and engaging manner, carrying out Risk Assessments and adapting activities where appropriate, e.g. due to sudden changes in weather or other unforeseen circumstances

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 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: December 2017

PERSON SPECIFICATION

Post Title: FREELANCE TUTOR	Learning Location: FSC NORTHERN IRELAND, predominantly based at Tollymore Field Studies Centre
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
1. QUALIFICATIONS & EXPERIENCE			
Degree in Geography (preferable), or either Biology, Ecology, Environmental Science or closely allied discipline	✓		Application
Previous experience of teaching / tutoring	✓		Application/Interview Presentation
Previous experience of fieldwork / outdoor teaching in rural and urban areas	✓		Application/Interview
Previous experience of the production and preparation of teaching resources	✓		Application/Interview
Experience of using interactive whiteboards, GIS, presentation software and spreadsheets	✓		Application/Interview Presentation
Full valid Driving Licence	✓		Application
PGCE or teacher training		✓	Application
Experience of delivering at a wide range of levels including KS1-3, GCSE, A-Level, Leaving Certificate		✓	Application/Interview
Experience of undertaking risk assessments		✓	Application/Interview
First Aid qualification		✓	Application/Interview
2. KNOWLEDGE			
Knowledge of key curricula in Northern Ireland / Republic of Ireland, including CCEA (Council for the Curriculum, Examinations and Assessment) and NCCA (National Council for Curriculum and Assessment)	✓		Application/Interview
Specialism in Geography / Biology and or Environmental Science		✓	Application/Interview
3. SKILLS			
Ability to focus and stay on task in a busy environment or when working alone	✓		Application/Interview
Excellent communication skills, sensitive to the needs of others	✓		Application/Interview/Presentation

SUMMARY OF MAIN TERMS AND CONDITIONS

Agreement to Provide Occasional Services:

FSC can choose to offer you opportunities to provide occasional services as a Freelance Tutor 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 Freelance Tutors to work on an ad hoc basis during peak times, therefore the availability of work will vary, however the nature of our bookings means that we would normally expect to be able to give 2 weeks' notice if work is to be offered.

Although we have to be flexible with our session times to meet the needs of our customers, standard session times would normally be:

Full Day – 9.00 am to 5.30 pm (inclusive of 30 minute unpaid lunch break)

Half Day – 9.00 am to 1.00 pm or 1.00 pm to 5.00 pm (no inclusive break)

Weekend and Bank Holiday working may be offered.

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

Remuneration:

FSC Grade: Team Member

FSC Pay Grade: Scale Points 11 – 14, currently £9.44 - £10.77 per hour. Payment will only be made for hours actually worked.

The point of entry within the pay grade will be dependent upon qualifications and experience. Due to the freelance nature of the agreement the post holder will be appointed to a fixed pay point within the grade.

Salaries are paid monthly in arrears by BACS transfer. The pay scale is reviewed annually.

Cancellation Terms:

- If FSC cancels 4 weeks prior to course, no fee payable.
- If FSC cancels 2-4 weeks prior to course, 50% payment or alternative work provided.
- If FSC cancel within 2 weeks of course, full payment or alternative work provided.
- If the Freelance Tutor cannot make agreed work (i.e. transport issues, bad weather, sickness), no payment will be made.

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 / 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 AccessNI.

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

FSC Northern Ireland

FSC Northern Ireland offers fieldwork opportunities at FSC Derrygonnelly and at FSC Tollymore. Derrygonnelly Centre lies in the unspoilt West Fermanagh countryside, 10 miles from Enniskillen and only 15 miles from the Donegal coast. The Centre is run in partnership with Derrygonnelly and District Community Enterprises, on the site of a former creamery. The River Sillees runs through the Centre grounds. The FSC also offers fieldwork at Tollymore where we deliver courses at the prestigious National Outdoor Centre. Tollymore Field Centre is amply situated on the edge of the Mourne Mountains, the boundary of a 630 hectare Forest Park and 10 minutes from the coast.