Dear Applicant

Thank you for your enquiry regarding the position of **Apprentice Chef** with the Field Studies Council at Blencathra Field Centre.

Please find enclosed the following information:

1. Information about FSC and FSC Blencathra (*Please also visit: [www.field-studies-council.org](http://www.field-studies-council.org)*)
2. Job Description and Person Specification
3. Summary of the main terms and conditions for the post
4. Guidance notes and Application Form

If you wish to apply for the position please follow this procedure carefully:

1. Please read the attached Guidance Notes
2. Complete the Application Form as fully as possible
3. Write a short Covering Letter explaining why you are applying for the position

Completed forms and covering letter should be returned for the attention of:

Human Resources, Field Studies Council, Preston Montford, Shrewsbury, Shropshire, SY4 1HW.

Alternatively you can email your application to: [hr@field-studies-council.org](mailto:hr@field-studies-council.org)

The closing date for receipt of your completed application form is **12 noon on Friday 17th May 2013**.

Interviews are scheduled to take place at **Blencathra Field Centre on Tuesday 28th May 2013**.

Shortlisted applicants will be contacted by telephone and/or email.

As a charity, we endeavour to keep our administrative costs to a minimum and therefore you will only be contacted if we wish to progress your application. If you have not heard from us within four weeks of the closing date, you should assume that your application has been unsuccessful on this occasion, however, if this is the case, we sincerely thank you for your interest in our organisation and encourage you to apply for any future posts that may be advertised.

For an informal discussion regarding this vacancy please call Human Resources on 01743 852119 or for further information regarding the apprenticeship please contact Lesley Noble at Carlisle College on 01228 822768. We look forward to receiving your application in due course.

Tim Foster
Head of Centre

Field Studies Council is a limited company No. 412621 and a Charity, registered in England and Wales No. 313364 and registered in Scotland, No. SC039870.

Registered Office: Preston Montford, Shrewsbury, Shropshire, SY4 1HW
JOB DESCRIPTION

Job Title: Apprentice Chef
FSC Grade: Trainee
Based at: Blencathra Field Centre
Reports to: Catering Manager
This post holds no line management responsibility

Purpose of this Apprenticeship position:

- To study towards an NVQ and a Diploma in Hospitality and Catering (Professional Cookery).
- If not already achieved, you will need to complete Functional Skills at appropriate levels in Maths and English.
- To gain valuable experience of catering and hospitality activities by working closely within the kitchen and service operations to ensure an appropriate level of provision for visitors at all times whilst contributing to a friendly welcoming atmosphere at the Centre.
- To continually monitor your achievement of targets.

The Apprenticeship will involve 1 day study and practical development at Carlisle College.

The Core Values that we regard as essential for every member of staff include: a passion to deliver the highest standards of customer care; honesty and openness; an ability to work safely; a desire to show pride in all aspects of their work; a flexible approach with a willingness to adapt to changes within the centre; and a commitment to inspiring environmental understanding through first-hand experience.

This is essentially an active role and will require the job holder to be able to carry out duties associated with catering and hospitality activities, including manual handling.

Key Responsibilities will include:

- Assisting with the preparation, service and clearing of breakfast, lunches and evening meals for residential visitors and staff, and occasional meals for non-residential groups
- Operating the dishwasher and other kitchen equipment/machinery (after appropriate training)
- Cleaning and stocking the kitchen, dining room, and other food preparation areas
- Contributing to the system of managing stock and equipment for kitchen, cleaning and other stores, helping with the receiving of deliveries and ensuring they are checked and correctly stored on arrival
- Manual handling tasks, e.g. carrying saucepans and trays of food/crockery, assisting with food deliveries
- Following all FSC procedures and complying with FSC’s statutory and legal requirements relating to food hygiene, health and safety, manual handling, the correct use and management of substances hazardous to health (eg. cleaning products) and general conduct
- Maintaining a high standard of customer service and ensuring the highest standards of quality are achieved in all duties carried out
- Maintaining a high standard of personal hygiene & personal appearance in accordance with FSC policies
- Attending staff meetings as well as FSC internal and external training as required, and participating fully in staff development activities.
- Working closely with other Centre staff with regard to ensuring that appropriate levels of service are maintained during absences and periods of high workload
- Fulfilling your obligations under FSC’s behaviour partnership
- Contributing to environmental performance through reducing waste and the efficient use of cleaning products
- Undertaking any other duties related to the work of FSC as reasonably requested by your line manager and the Head of Centre
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Post Title: APPRENTICE CHEF</th>
<th>Learning Location: BLENCATHRA</th>
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### ESSENTIAL/DESIRABLE FACTORS FOR THE POST

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<tr>
<th>1. QUALIFICATIONS</th>
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<tbody>
<tr>
<td>Basic level Health &amp; Hygiene certificate</td>
<td>✓</td>
<td>Application / Interview</td>
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<tr>
<td>Relevant catering qualification</td>
<td>✓</td>
<td>Application / Interview</td>
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<tr>
<td>First Aid qualification</td>
<td>✓</td>
<td>Application</td>
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<tr>
<th>2. EXPERIENCE, KNOWLEDGE, SKILLS &amp; ABILITIES</th>
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<tr>
<td>Ability to effectively manage tasks on a day to day basis</td>
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<td>Ability to deliver a high standard of customer care</td>
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<td>Demonstrable personal time management and prioritisation skills</td>
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<td>Ability to communicate effectively with co-workers, line managers and customers</td>
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<td>Previous catering experience</td>
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<td>Ability to use standard office software and technology as appropriate to the role</td>
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<tr>
<th>3. PERSONAL QUALITIES</th>
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<tr>
<td>Ability to work effectively within a team or independently</td>
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<td>Willingness to assist, in any capacity, to share the pressures of a busy Centre</td>
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<th>4. OTHER CIRCUMSTANCES</th>
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<tbody>
<tr>
<td>Driving Licence</td>
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<td>Minibus driving experience/certification</td>
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April 2013
SUMMARY OF MAIN TERMS AND CONDITIONS

Contract Term:
This is a fixed-term post for up to 2 years.

Remuneration:
FSC Grade: Trainee.

The post is offered at the apprentice salary of £5,512 per annum (the equivalent hourly rate would be £2.65).

The salary is paid monthly in arrears by BACS transfer.

Hours of work:
The hours of work are based on a total of 40 hours per week.

It is currently anticipated that the working pattern will be made up as follows:
- 7.5 hours (1 day) at Carlisle College this is currently on a Monday.
- 32.5 hours will be worked at Blencathra on a rota basis Wednesday to Sunday.
- The work at Blencathra will require you to work a split shift pattern which involves regular early mornings, evening, and weekend working. The working pattern will be discussed in more detail with you at the Interview.

You will be expected to maintain a flexible approach, e.g. flexibility in days worked, and time off in lieu is allowed for additional hours worked.

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 workers will receive a pro-rata of the entitlement. Anyone who joins part way through the year will receive a pro-rata entitlement of the 28 days.

Pension:
The post-holder will be eligible to join the FSC Pension Plan.

Sickness:
During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with FSC’s sickness absence policy. 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 3 month probationary period, during which your suitability for the post will be assessed.

Post Classification:
Category C (as defined in the FSC Code of Conduct)

Level of Disclosure and Barring Service (DBS) Check Required:
No DBS check is currently required however you must still meet the acceptance criteria as defined in the FSC Code of Conduct

Date of Issue: April 2013
BACKGROUND INFORMATION

For nearly 70 years Field Studies Council (FSC) has been providing fieldwork and first-hand learning in the environment for people of all ages. We aim to provide ‘inspiring environmental understanding through first-hand experience’ to a growing number of learners with as few barriers as possible.

The Charity has an extensive network of established learning locations sited throughout the UK and an increasing number of outreach locations. We provide residential and non-residential field based courses supported by distance learning resources through our busy publications unit and on the Charity’s website.

FSC’s main area of activity is working with schools, providing Geography, Science and other courses to complement all stages of the Curriculum. University courses at all levels are also a major part of the Charity’s work. In addition, FSC provides a wide range of special interest courses for adults ranging from painting and photography to the study of habitats and taxonomic groups and professional training courses for teachers and those involved in the environment. ‘Eco-Adventures’ (a mix of environmental and outdoor adventurous activities) and family activity holidays are also offered.

FSC believes in the benefits of working in partnerships and these exist at all levels from strategic to local. This includes all areas of our work and extends to a range of international partners as well as those based in the UK.

The Charity’s values are about focusing on the needs of the learners; delivering safely what we say we will do; being committed to continuous improvement and having an FSC wide perspective. These are achievable because FSC staff 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 further information visit our website 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. The Centre is operated in partnership with the Lake District National Park. 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. The Centre is open year round and mainly has courses of less than four nights with frequent changeover dates through a week.

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 currently 28 staff at the Centre, with over half living residentially taking advantage of the spectacular outdoor activities.

If you would like to find out more information about FSC Blencathra please visit: www.field-studies-council.org/blencathra/
APPLICATION FORM

POST APPLIED FOR: _____________________________________________________________

Surname: ___________________________ First Name(s): ____________________________

Title: _______________________________ National Insurance No: ______________________

Contact Address: ______________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Postcode: ______________________________

Telephone: Day: ____________________ Evening: ________________________________

Mobile: ______________________________ Email: ________________________________

EMPLOYMENT HISTORY

Provide details here of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done, that is relevant to the role you are applying for.

<table>
<thead>
<tr>
<th>Employer’s Name &amp; Address</th>
<th>Dates From-To</th>
<th>Job Title / Brief description of duties</th>
<th>Rate of pay</th>
<th>Reason for leaving</th>
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(Continue on a separate sheet if necessary)

EDUCATION & QUALIFICATIONS

<table>
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<tr>
<th>Name of Institution / School &amp; Location</th>
<th>Qualifications</th>
<th>Dates From-To</th>
<th>Grade/Level achieved</th>
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(Continue on a separate sheet if necessary)
TRAINING
Please state here any job relevant qualifications and training, dates and grade / level achieved.

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<th>Training / Activity</th>
<th>Dates From-To</th>
<th>Grade/Level Achieved</th>
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ADDITIONAL INFORMATION
Please refer to the Person Specification and Job Description in the Vacancy Pack and Guidance Notes for Applicants when completing this section and ensure you include examples of **HOW** you have demonstrated skills, knowledge and experience in meeting the requirements of the post.

<table>
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<tr>
<th>Why are you interested in applying for this post?</th>
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OTHER DETAILS

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<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>If Yes, are they offences which are permissible under the FSC Code of Conduct?</th>
<th>Yes</th>
<th>No</th>
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<td>Do you have a criminal record (including any spent convictions)?</td>
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<td>Do you have a full, valid Driving Licence?</td>
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<td>Do you need a work permit to work in the UK?</td>
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<td>Have you previously worked for the FSC?</td>
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<td>If offered this position, would you continue to work in any other capacity?</td>
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<td>Do you hold a food safety certificate issued in the last 3 years?</td>
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<td>Period of notice required to terminate your current employment?</td>
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<tr>
<td>Where did you see this vacancy?</td>
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REFERENCES

Please give names, addresses and contact numbers of two people, from whom we may obtain work experience and character references, of which one must be your current or most recent employer. However, if this will be your first job you should provide details of two educational referees, one of whom must be from the educational establishment at which you are currently studying or last studied. The names and addresses of friends or relatives are not acceptable for this purpose. FSC may wish to obtain references prior to interview, if you would prefer that we did not approach your current employer, please indicate this below.

Referee One | Referee Two
---|---
Name | Name
Job Title | Job Title
Address | Address
Telephone | Telephone
E-mail | E-mail
In what capacity does your referee know you? | In what capacity does your referee know you?

May we take up a reference from your current employer prior to the interview? Yes | No

DATA PROTECTION NOTIFICATION

The information you have provided in completing this application form will be used to process your application for employment. The FSC will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf. If you are not appointed your information will be held securely for a maximum period of twelve months.

DECLARATION

I have read and understood the above Data Protection notification and agree to the use of my personal data in accordance with the Data Protection Act 1998. I confirm that to the best of my knowledge the information given is true and correct and that any false or misleading information will give my employer the right to terminate any employment contract offered. I understand that if shortlisted I may be required to complete a confidential declaration of any criminal convictions, cautions, reprimands, final warnings and any other information that may have a bearing on my suitability for the post. I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce such documents as may be requested in evidence.

Signed: ___________________________ Dated: __________________
GUIDANCE NOTES FOR APPLICANTS

Short-listing decisions will be made using the application form and this is your only opportunity to tell us about yourself, therefore, it is essential that you complete the form as fully as possible and enclose a covering letter demonstrating why you feel your skills and abilities make you suitable for this position.

Please note that a Curriculum Vitae will only be accepted when accompanied by a fully completed application form. If you require this application form in a different format e.g. electronic, large print, etc, please contact the Human Resources Department on 01743 852116.

General points to be aware of and to remember:

- Please use the information provided in the job description/person specification to assess your suitability for the job.
- You will need to demonstrate that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient to simply state that you fulfil certain criteria. Therefore, please provide supporting evidence, giving specific examples of how you meet the requirements of the post:
  
  e.g. If the post requires supervisory experience it will not be enough to say that you have supervised staff without giving information as to what was involved and your specific responsibilities such as monitoring work performance, training and development, etc.
- When providing evidence/examples please remember that unpaid work or studies and work at home can be just as relevant as paid work.

PROCESS

After the closing date, all applications will be submitted to a short-listing panel.

- Short-listing is carefully undertaken by assessing the information provided on the application form and covering letter, against the requirements of the job.
- Interviews are normally conducted by a panel. This will usually include the immediate line manager of the post, a colleague who is familiar with the area of work and, where necessary, a third person, preferably from outside the department/team.
- It may be appropriate to use a selection test, relevant to the role, as part of the interview process. If you are short-listed, details of any test will be provided when inviting you to attend an interview.

OFFERS OF EMPLOYMENT

All offers of employment are made subject to the following criteria:

- References that are considered satisfactory to the FSC
- Satisfactory Disclosure & Barring Service (DBS) Check (where applicable)
- Proof of eligibility to work in the UK
- Satisfactory completion of a probationary period

ELIGIBILITY TO WORK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence to employ anyone who does not have permission to be in, or work in, the UK. We will therefore not appoint an individual until we have seen evidence that they are eligible to work in the UK.

FSC’S SAFEGUARDING POLICY

Activities of the FSC are regulated by the Protection of Children Act (1989), the Safeguarding Vulnerable Groups Act (2006) and The Protection of Freedoms Act (2012) and as such we take all practicable steps to safeguard the safety and welfare of children and vulnerable adults while they are with the FSC. The FSC classify the level of Disclosure & Barring Service (DBS) check required for each advertised post. The post classification is also clearly shown in the vacancy pack and all applicants are required to refer to the FSC Code of Conduct prior to completing the application form.

The Code of Conduct can be viewed at www.field-studies-council.org/vacancies or you can request a copy.

FSC will not discriminate unfairly against applicants who have a criminal record and will not necessarily bar an applicant from employment due to an unspent conviction; the nature of the conviction and its relevance to the post will be considered. A copy of the FSC’s Policy Statement on the Recruitment of Ex-Offenders can be viewed at www.field-studies-council.org/vacancies or you can request a copy.