

## Welcome to the Field Studies Council (FSC)

### **FSC Biolinks Project Officer (South East), Base Negotiable**

This is an externally funded post (National Lottery Heritage Fund) which is offered on a fixed-term basis until 31 January 2023.

The FSC has a long tradition in supporting and delivering biodiversity learning, through its taught courses but also through projects such as AIDGAP, the Biodiversity Training Project (2006-2010), Invertebrate Challenge (2010-2014), Tomorrows Biodiversity (2013-2018) and FSC BioLinks (2016-2022). It remains one of the UK's leading publishers of taxonomic publications ranging from entry-level fold out charts through to systematic monographs published for the Linnean Society and Royal Entomological Society. The charity has also been a key player in setting up nationally recognised accreditation schemes.

Included in this pack is the key information relating to our **FSC Biolinks Project Officer (South East)** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC and FSC Head Office (also visit [www.field-studies-council.org](http://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](http://www.field-studies-council.org/vacancies)



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.

**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, 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 26 November 2020**

Interviews will be scheduled between the 7<sup>th</sup> and 10<sup>th</sup> December 2020, with shortlisted applicants being contacted by telephone and/or email.

If you have any queries regarding this vacancy, please call Keiron Brown on 01743 852100. We look forward to receiving your application in due course.

**Philip Turvil**  
**Eco Business Director**

## **JOB DESCRIPTION**

<b>Job Title:</b>	FSC BioLinks Project Officer (South East)
<b>FSC grade:</b>	Senior Team Member
<b>Location:</b>	South East England (specific base negotiable)
<b>Reports to:</b>	FSC BioLinks Project Manager

### **Overall Job purpose**

To deliver FSC's charitable mission by producing biodiversity engagement and training courses and managing their delivery through the FSC BioLinks project.

Effective nature conservation decisions depend on the availability of good quality and robust information. Current trends are measured in biological records. FSC BioLinks is creating more records with increased accuracy and focuses on those species that are currently data deficient. As a result of stronger data sets the natural heritage will be better managed, heritage will be more accurately recorded, and a community of volunteers will grow stronger.

Over 2000 volunteers will be involved, bringing together a number of dispersed volunteers, with skills in biological recording and biological identification, and new volunteers. Success will achieve accessible learning outcomes for target audiences by developing/upscaling structured learning pathways.

This includes providing support for learners and links to partners organisations and FSC Publications. Our learners will earn recognition and accreditation and take on personal, volunteer, and professional roles that record and protect the natural environment. The post will include the need to travel to FSC locations and other venues throughout the UK, which will involve some overnight stays.

### **Key responsibilities**

- Working under the direction of the FSC BioLinks Project Manager to produce, manage and deliver engagement and training courses and learning pathways through FSC's online learning platform (Moodle), at FSC centres, and other learning spaces.
- Contributing to the design and implementation of marketing plans to attract and retain learners.
- Contributing to developing and maintaining training standards for tutors and links with national learning frameworks.
- Achieving excellent working relationships with FSC team members, including other engagement staff, co-ordinators, centres, marketing, human resources, finance, publications, and Eco Skills.
- Supporting the FSC BioLinks Project Manager in the management of allocated external relationships with subject experts, associate tutors, partner organisations, natural history and art communities, and other stakeholders.
- Supporting the FSC BioLinks Project Manager to manage allocated budget, spend and reporting.
- Contributing to the collation and presentation of FSC's scale, impact, and learnings for internal and external audiences. This includes working on monitoring, evaluation, case studies and advocacy.
- Supporting the development and fundraising for FSC's engagement and training offers.
- Undertaking any other duties that may be reasonably required to assist with other teams across the organisation, and complying with all reasonable directions that may from time to time be given.

## **General**

- Due to the nature of the post it is beneficial that the post holder is able to drive. To drive FSC vehicles 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. If you have any questions regarding this please don't hesitate to contact us.
- 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 and participating fully in staff development activities (sometimes this may involve travel to other learning locations with the occasional overnight stay).

## **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: November 2020

## PERSON SPECIFICATION

<b>Post Title: FSC BIOLINKS PROJECT OFFICER (SOUTH EAST)</b>		<b>Location: SOUTH EAST ENGLAND (BASE NEGOTIABLE)</b>	
ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
<b>1. QUALIFICATIONS &amp; EXPERIENCE</b>			
2 years or more relevant experience, including evidence of success with producing, delivering and evaluating training courses and project activities	E		Application/Interview
Experience of and competence in field taxonomy and recording especially amongst difficult taxa	E		Application
Experience engaging target audiences, especially adult learners, volunteers, and/or young people aged 16-25	E		Application/Interview
Achievements in collaborative working and partnerships	E		Application/Interview
A degree in either Biology, Ecology or closely allied discipline	E		Application
Full Driving Licence	E		Application
Education qualification		D	Application
Project or programme management qualification		D	Application
Taxonomic/Recording qualifications		D	Application
Experience with fundraising and working with external funders		D	Application/Interview
First Aid and / or Health & Safety Management Certificate		D	Application
<b>2. KNOWLEDGE</b>			
Knowledge of online and place-based pedagogy / learning outcomes and progression for target audiences	E		Application/Interview
Knowledge of biodiversity training market and related volunteer and professional roles (particularly the UK biological recording network)	E		Application/Interview
<b>3. SKILLS</b>			
Excellent oral and written communication skills, including networking and advocacy	E		Application/Interview
Ability to work as part of a team and to develop positive relationships	E		Application/Interview
Demonstrable IT capability, including databases, email management, social media and websites	E		Application/Interview
Ability to deliver at pace while maintaining high standards, including attention to detail	E		Application/Interview
Flexibility to vary normal working hours, including some weekend working	E		Application/Interview
Flexibility to travel regularly within the UK and other locations as necessary	E		Application/Interview
Skills working 'Moodle' online learning platform or equivalent		D	Application/Interview

## SUMMARY OF MAIN TERMS AND CONDITIONS

### Contract Term:

This is an externally funded post (National Lottery Heritage Fund) which is offered on a fixed-term basis until 31 January 2023.

### Remuneration:

FSC Grade: Senior Team Member.

FSC Salary Grade: Scale Points 16 - 19, currently £23,045 - £26,300 per annum.

The point of entry within the salary grade will be dependent upon qualifications and experience. Further incremental progression within the grade will be subject to meeting required standards and satisfactory individual performance reviews.

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

### Hours of work:

The hours of work are based on a notional average of 37.5 hours per week. The weekly hours will fluctuate throughout the year 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.

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

In addition to the above, we recognise and reward staff loyalty by awarding additional paid leave days, based on length of service, up to a maximum cumulative total of 5 additional days paid leave.

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