

Welcome to the Field Studies Council (FSC)



Engagement & Training Assistant (Eco Skills internship), base negotiable

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 engages with FSC online and through our training locations - and where you have the chance to demonstrate your passion to deliver the highest standards of service and care for our learners.

Included in this pack is the key information relating to our **Engagement & Training Assistant** 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)

To Apply please click [here](#)

The closing date for receipt of your completed application is Closing date: 12 noon on Wednesday 3rd February 2021.

Interviews are planned for the second or third week of February 2021 (virtual likely), with shortlisted applicants being contacted by telephone and/or email.

If you have any queries regarding this vacancy please contact Human Resources via recruitment@field-studies-council.org.

We look forward to receiving your application in due course.

Philip Turvil
Eco Business Director

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:	Engagement and Training Assistant (Eco-Skills internship)
FSC grade:	Team Member
Location:	Base negotiable
Reports to:	Engagement and Training Manager (Eco-Skills)

Overall Job purpose

This post is a 12-month structured career development opportunity to design and deliver biodiversity training courses, especially courses for younger people (aged 16-25).

The post holder will personally develop skills in training people in one or more biodiversity subjects by designing learning pathways, training courses, tutor networks and related publications. FSC believes this role will support the postholder to continue their career development within the green economy as a provider of biodiversity skills training.

The post is externally funded as part of 'Generation Green' project to create new jobs, volunteer roles and apprenticeships to connect more than 100,000 young people to nature, especially younger people aged 16 - 25.

This post holder will be part of a national team with ambitious targets for income and impact to support the charitable mission of the Field Studies Council. The scope is 200+ online and place-based courses per year about biodiversity, natural history and environmental art. The initial focus is delivery in the UK through commercial and philanthropic funding for adults and younger people.

The team's success will achieve accessible learning outcomes for target audiences by developing/upscaling structured learning pathways. This includes providing support for learners and links to partner organisations and FSC Publications. Our learners will earn recognition and accreditation and take on personal, volunteer, and professional roles that benefit themselves and 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

Co-design and fully participate in a structured career development programme to personally develop one or more specialisms in biodiversity training. Specialism will be tailored to the post holder based on personal interests and market needs. Specialisms can include, but not limited to, invertebrates, vertebrates, fungi, mosses, lichen, bryophytes, and botany. Please state biodiversity interests in the job application form.

For each specialism:

- Working under the direction of the Engagement & Training Manager to design and deliver biodiversity training courses, including learning pathways, training standards and tutor networks.
- Working with the Course Co-ordinators to organise engagement and training courses and support learners for delivery through FSC's online learning platform (Moodle), at FSC centres, and other learning spaces.
- Working with FSC's Publications team, create and promote biodiversity identification guides/resources to support learner journeys.
- Designing and delivering a local citizen science/bioblitz event to engage local communities in natural environment.
- Contributing to the design and implementation of marketing plans to attract and retain learners.

In addition

- Achieving excellent working relationships with FSC team members, including other engagement staff, course co-ordinators, centres, marketing, human resources, finance, publications, and FSC BioLinks.
- Achieving excellent working relationships with allocated external relationships, especially subject experts, associate tutors, partner organisations, natural history and art communities, and other stakeholders.
- Supporting senior team members to manage allocated budgets, 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 would be advantageous if the post holder is able to drive.
- 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: January 2021

PERSON SPECIFICATION

Post Title: ENGAGEMENT & TRAINING ASSISTANT		Location: BASE NEGOTIABLE	
ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
1. QUALIFICATIONS & EXPERIENCE			
Experience engaging target audiences with biodiversity through volunteer or professional roles	E		Application/Interview
Experience organising and delivering training or community events for adults, volunteers, and/or young people aged 16-25	E		Application/Interview
A degree in an environment / biological / biodiversity discipline or comparable experience / qualification	E		Application
Full Driving Licence		D	Application
Education qualification or comparable experience / qualification showing understanding of learning theories		D	Application
Project or programme management qualification		D	Application
2. KNOWLEDGE			
Knowledge of one or more biodiversity subjects to a level of being able to share basic skills and experiences	E		Application/Interview
Knowledge of online and place-based pedagogy / learning outcomes and progression for target audiences		D	Application/Interview
Knowledge of environmental training market and related volunteer and professional roles		D	Application/Interview
3. SKILLS			
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, 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
Flexibility to travel regularly within the UK and other locations as necessary	E		Application
Skills working 'Moodle' online learning platform or equivalent		D	Application/Interview

SUMMARY OF MAIN TERMS AND CONDITIONS

Contract Term:

This is a 12-month fixed term post from 1st March 2021 to 28th February 2022.

Remuneration:

FSC Grade: Team Member.

FSC Salary Grade: Scale Points 8 - 11, currently £18,408 - £19,539 per annum.

The point of entry within the salary grade will be dependent upon qualifications and experience. Due to the fixed term nature of the contract the post holder will be appointed to a fixed point salary in the first instance.

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, this will equate to a total of 1950 hours of work annualised over a full year. 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. Occasional 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.

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 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 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