



Welcome

Dear Applicant

Thank you for your enquiry regarding the position of Education Assistant with Field Studies Council at Nettlecombe Court. Please find enclosed the following information:

1. Job Description, summary of main terms and conditions for the post and Person Specification.
2. Information about Field Studies Council (FSC) and Nettlecombe Court (*Please also visit: www.field-studies-council.org*)

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

1. Download and complete the Application Form for Education Posts as fully as possible
2. Write a short Covering Letter explaining why you are applying for the position and how your skills and experience match the requirements of the role
3. Completed forms should be returned for the attention of: Dr Mark Ward
Applications may be:
 - a. posted to: Nettlecombe Court, The Leonard Wills Field Centre, Williton, Taunton, TA4 4HT
 - b. emailed to: markward.nc@field-studies-council.org

The closing date for completed applications is midday on Wednesday 10th March 2010

Interviews will be held at Nettlecombe Court on Friday 19th March 2010

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.

If you have any queries regarding this vacancy please call 01984 640320. We look forward to receiving your application in due course.

Dr Mark Ward
Assistant Head of Centre

JOB DESCRIPTION



Job Title: Education Assistant

Based at: FSC Nettlecombe Court

Reports to: Senior Tutor
This post holds no line management responsibility

Overall Job purpose:

The post primarily involves supporting the teaching staff in the delivery of field courses and projects, including the delivery of outdoor and environmental activities along with a range of other residential and domestic duties essential to the smooth running of the Centre. The post holder is expected to either be undertaking or to have recently completed a degree in a relevant environmental, geographical or natural science subject. The post holder must be enthusiastic about the environment and keen to see that people are taught to understand and respect it better. The post will ideally suit individuals who show initiative and can assist in spotting and prioritising jobs amongst the many and various tasks to be carried out.

Key Responsibilities:

- **Supporting Teaching Staff in Course Delivery:** One of your key tasks will be to provide support to the teaching staff. You will be responsible for maintaining and issuing field equipment and for keeping the equipment stores and the labs clean and safe. At busy times you may accompany tutors on field trips to assist the students in their work and to help tutors collate class data; you may be asked to demonstrate techniques and assist with fieldwork (especially students' individual investigations).
- **Community Projects:** You will work with other teaching staff to organise and deliver on a number of local community projects including a monthly WATCH nature club and after schools 'creature ranger' sessions at local primary schools
- **Monitoring and surveying:** You will be responsible for our Met Office climatological station. Daily weather recordings are taken at 0900 hrs GMT and entered onto monthly weather return spreadsheets. You will also need to maintain the Met station. You will also be involved in collecting data as part of other ongoing survey work (e.g. otter survey, moth survey, crayfish survey)
- **EcoCentre:** We are a recognised EcoCentre, and you will assist in various green initiatives. You may be involved in operating and manage the recycling systems. You may also assist in conservation and maintenance tasks in the Centre grounds
- **Centre Shop:** You will be involved in running the centre shop - ordering stock, carrying out stock takes and maintaining displays.
- **Maintaining Equipment:** Issuing and maintaining waterproofs. Maintaining field equipment and keeping the equipment store clean and safe. Checking and replenishing first aid kits around the centre. Carrying out minibus checks etc.

Other Tasks and Roles:

- Ensure a happy, productive working environment that integrates well with other staff at the Centre
- Attending other FSC centres and training events when required in order to share best practice and improve team and Centre performance
- Taking an active role in the Centre duty system (including being a 'duty' driver)
- Contributing positively to the environmental performance of the Centre
- Ensuring the highest standards of quality are achieved in all duties carried out
- 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
- Any other duties that may be reasonably be required by the Head of Centre to ensure the smooth and efficient running of the Centre

PERSON SPECIFICATION

Post Title: EDUCATION ASSISTANT	Centre / Unit: NETTLECOMBE COURT		
ESSENTIAL/DESIRABLE FACTORS FOR THE POST			How is this identified?
1. EDUCATION / QUALIFICATIONS	E	D	
Degree in a relevant subject eg. ecology, geography, environmental studies or other outdoor related field.		✓	Application Form/Interview
First Aid at Work Certificate		✓	Application Form/Interview
2. EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES			
Some previous experience of working with young people in the outdoors e.g outdoor activity based or environmental education/fieldwork		✓	Application Form /Interview
Experience and / or a flair for working with groups in an informal setting		✓	Application Form /Interview
3. PERSONAL QUALITIES			
Trustworthy and reliable	✓		Interview
Ability to work as a competent and effective team member	✓		Application Form/Interview
Enthusiasm for the outdoors and helping young people enjoy their natural surroundings	✓		Application Form/Interview
Personally committed to environmentally sustainable practices	✓		Application Form/Interview
Good interpersonal skills	✓		Interview
Flexible approach to work – willing to assist in sharing the varying duties within a busy centre	✓		Application Form/Interview
4. COMMUNICATION SKILLS			
Good communication skills	✓		Application Form /Interview
ICT skills	✓		Application Form/Interview
5. OTHER CIRCUMSTANCES			
Full Driving Licence, with more than one year's driving experience	✓		Application Form
Minibus driving experience /certification		✓	Application Form

Date: February 2010

Summary of Main Terms and Conditions

Contract Term:

This is permanent post.

Remuneration:

Salary will be £10,422 per annum including accommodation and meals. The Scale is reviewed annually in line with inflation or as recommended by the FSC Joint Staff Committee.

Hours of work:

The post is based on a 40 hour working week. Evening and weekend activities and duties form an integral part of the post.

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. For anyone who joins part way through the year they 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 (pro rata for part time).

Pension:

The post-holder will be eligible to join the FSC Group Personal Pension Plan with Friends Provident.

Sickness:

After a qualifying period and subject to compliance with organisational procedures, the post-holder will be paid their full rate of pay for between one week and two months in a twelve month period, dependent upon length of service. (Such payment to include SSP or any Social Security Sickness Benefit).

Probationary Period:

This post has a 3 month probationary period, during which your suitability for the post will be assessed.

Post Classification:

Category A (as defined in the FSC Code of Conduct)

Level of CRB Disclosure Required:

Enhanced

Date of issue: February 2010

The Field Studies Council

BACKGROUND INFORMATION

For nearly 60 years the Field Studies Council (FSC) has been providing fieldwork and first-hand learning in the outdoors to people of all ages. We aim not only to provide an interesting and enjoyable means of learning a specific subject but to pass on a deeper understanding of the environment and our place in it.

We provide both residential and non-residential field courses from our network of 17 Field Centres, located throughout the United Kingdom. Each Head of Centre is responsible for the operation and performance of the Unit and its teaching, administrative and domestic staff.

FSC's main area of activity is working with schools, providing Geography, Biology, Environmental Science and other courses to complement all stages of the Curriculum; Key stages 1/2/3 to GCSE and A level. The FSC also provides a wide range of special interest courses for adults ranging from painting and photography to the study of habitats and taxonomic groups, professional training courses for teachers and those involved in the environment, University courses, family activity holidays and 'Eco-Adventures' (a mix of environmental and outdoor adventurous activities) are also offered.

In addition to our Centres, FSC runs a busy publishing unit which produces a variety of complementary books and keys. FSC also works with organisations and groups worldwide.

The FSC has an aspiration to work with a variety of partners to assist the charity in delivering its mission: the 'All' of the mission covers geographical spread, varying modes of delivery and specific client groups.

For further information visit our website www.field-studies-council.org

FSC NETTLECOMBE COURT



Nettlecombe Court is one of the FSC's leading residential field centres and is approximately 3 miles from Williton.

Situated on the edge of the Exmoor National Park, Nettlecombe Court has developed a deserved reputation for the delivery of high quality field courses in geography and biology. We have a strong commitment to working with local partners, including Exmoor National Park, Somerset Wildlife Trust and local schools, and, as

an EcoCentre we strive to improve our environmental performance in our working environment.

If you would like to find out more information about FSC Nettlecombe Court please visit:

www.field-studies-council.org/nettlecombecourt/