

# Welcome to the Field Studies Council (FSC)



## **HR & Training Co-ordinator at FSC Head Office, Shrewsbury**

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 visits our FSC Locations and where you have the chance to demonstrate your passion to deliver the highest standards of customer service and care. No matter what role you perform at the FSC, everyone can make a difference... if you want to join our successful Environmental Education Charity and you have what it takes to make a difference then we want to hear from you.

Included in this pack is the key information relating to our **HR & Training Co-ordinator** 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 **NON-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 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 Monday 21<sup>st</sup> January 2019**

**Interviews are scheduled to take place at FSC Head Office on Friday 1<sup>st</sup> February 2019**

Shortlisted applicants will be contacted by telephone and/or email

If you have any queries regarding this vacancy please call Sara Seivewright on 01743 852144. We look forward to receiving your application in due course.

**Sara Seivewright**  
**Head of Human Resources**

## JOB DESCRIPTION

<b>Job Title:</b>	<b>HR &amp; Training Co-ordinator</b>
<b>FSC Grade:</b>	Senior Team Member
<b>Based at:</b>	FSC Head Office
<b>Reports to:</b>	Head of Human Resources There is no line management responsibility associated with this post

### Overall Job purpose:

The post holder will undertake HR casework as and when necessary, including, but not limited to performance management, capability disciplinary, grievance and absence management.

To support the Head of HR in ensuring that central training provision across FSC is fit for purpose and cost effective.

The role involves co-ordination and some delivery of training and induction. Working with the Head of Human Resources to ensure that across the FSC there is an agreed pool of appropriate/joined up training courses for central training functions.

This is essentially an active role and the post holder will be expected to undertake manual handling duties associated with this post, for example, moving office files and archive storage boxes.

### Key Responsibilities:

- To undertake casework within the HR team as and when required
- To develop HR policies and HR guidance for managers
- To develop proactive methods of managing sickness absence using modules within ResourceLink
- Supporting the Head of HR to undertake a skills gap analysis across FSC employees to ensure the workforce has the appropriate skills/training to deliver on FSC Business Plan and are able to adapt to organisational changes
- Reviewing the training policy in line with FSC's workforce strategy to ensure it constantly meets the needs of FSC and FSC's workforce
- Monitoring spend on training budget across FSC ensuring preauthorisation is sought in line with training policy
- To co-ordinate a working group of stakeholders to design a competency based framework across FSC
- To assist the Head of HR by contributing to the FSC workforce strategy, which will include setting out the skills required by the workforce to effectively deliver FSC products, taking into account regional variations, as well as the ability to recruit and retain high quality staff
- To assist the Head of HR by contributing to the workforce strategy by helping to develop a scheme for achieving the right workforce mix, such as apprenticeships, placements, and volunteers
- To provide information to the Systems Administrator so they can make available training courses and induction sessions available to select and book via ResourceLink (Integrated HR / Payroll System) and approval process for costs of courses carried out via the system
- To ensure all FSC job descriptions and person specifications are aligned to the competency framework
- To provide support for any ad-hoc HR projects as required
- Working with the Systems Administrator to enable staff to book training via ResourceLink
- To create and maintain positive working relationships with colleagues across the Charity to ensure effective communication and co-operative working

- Although primarily office based at Head Office the post holder may be required to travel to FSC Learning Locations as necessary

**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 Head Office staff with regard to ensuring 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 FSC locations with the occasional overnight stay)
- Undertaking any other duties that may reasonably be required to ensure the smooth and efficient running of Head Office

**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 2018

## PERSON SPECIFICATION

<b>Post Title: HR &amp; TRAINING CO-ORDINATOR</b>	<b>Location: FSC HEAD OFFICE</b>
---	----------------------------------

ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
<b>1. QUALIFICATIONS &amp; EXPERIENCE</b>			
Minimum of 3 years experience of working in HR/Training Officer/Co-ordinator level	✓		Application / Interview
Minimum of 5 GCSEs to include English (or appropriate vocational experience)	✓		Application/Interview
CIPD Level 5 qualified or above	✓		Application / Interview
Experience of working with computerised HR / Training systems	✓		Application / Interview
Experience of leading disciplinary /grievance/ capability meetings and effectively managing associated case work	✓		Application / Interview
Experience of proactively managing performance management situations	✓		Application / Interview
Full Driving Licence	✓		Application
Experience of workforce strategy development		✓	Application / Interview
Experience of delivering training and development activities		✓	Application / Interview
Experience of working for a multi-site organisation		✓	Application / Interview
<b>2. KNOWLEDGE</b>			
Working knowledge of Training and development – contribution to training policy design and course design	✓		Application / Interview
Knowledge of key HR processes, employment legislation and systems including discipline, grievance, performance and absence management	✓		Application / Interview
<b>3. SKILLS</b>			
Excellent accuracy and attention to detail in all areas of work	✓		Application / Interview
Excellent verbal and written communication skills	✓		Application / Interview
High level of numeracy skills to undertake HR calculations e.g. holiday entitlements, absence management, salary changes.	✓		Application / Interview
Excellent IT skills; proficient in the use of Microsoft Office, Excel & Word	✓		Application / Interview
Professional and articulate telephone manner	✓		Application/Interview
Highly organised with the ability to focus and stay on task in a busy office environment or when working alone	✓		Application/Interview
Ability to prioritise and manage conflicting workload demands	✓		Application / Interview

## SUMMARY OF MAIN TERMS AND CONDITIONS

### **Contract Term:**

This is a permanent position

### **Remuneration:**

FSC Grade: Senior Team Member

FSC Salary Grade: Scale Points 16 - 19, actual pro-rata salary is £19,665 - £22,442 per annum (the full time equivalent salary is £24,582 - £28,053 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 32 hours per week, which will normally be worked over five days, between Monday and Friday, with a 30-minute unpaid lunch break each day. The hours of work may vary depending on business need; equating to a total of 1664 hours of work annualised over a full year. Evening, weekend and Bank Holiday working may occasionally be required, and there will also be the requirement to attend meetings and courses at other locations as required. The exact working pattern can be discussed at interview.

### **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 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 three 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)

### **FSC Head Office**

FSC Head Office is based in a rural location 4 miles west of Shrewsbury, close to FSC's Preston Montford Field Centre, near Montford Bridge. FSC Head Office provides a number of central functions to support the work of the charity and to support our Learning Locations: these include Digital Services, Education, Finance, Human Resources and Marketing. The Chief Executive and Directors are based at Head Office and provide the strategic and organisational direction for this successful charity. There are currently approximately 50 staff based at FSC Head Office.

For more information on the FSC please visit our website: [www.field-studies-council.org](http://www.field-studies-council.org)