## Please consider the following preliminary requirements and key information:

## Application Process:

## You must be available to attend the mandatory interview and selection process held on 19th- 20th May 2022.

## If appointed, you must also be available to attend the mandatory training week scheduled for between 15th – 21st October 2022 in Cambridge, UK. The training will include a 2 day (16 hour) Bespoke Outdoor First Aid course. A reasonable contribution to UK travel expenses will be made for training (please note that we do not reimburse international travel expenses).

## If you are unable to attend the interview or training dates, your application will be unsuccessful.

## Applications are made on an individual basis and we are unable to accept joint applications.

## Right to Work Documentation:

## You must provide evidence of the right to work in the UK and be in possession of original documents from one of the lists [here](https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version). UKAHT do not sponsor visa applications, so you must already have this in place when applying.

## If invited, you will need to be able to Cambridge, UK for training, travel and debrief.

## If selected, you will need to be able to travel through the Falkland Islands or South America.

## Medical Requirements:

## To work in Antarctica, you must be deemed medically fit. Upon appointment, you will be required to complete a medical questionnaire provided by our Occupational Health Team. On completing this you will need to provide medical information and then obtain confirmation and clearance from your own GP and dentist.

## Please be aware that as the team share meals and cooking duties it is very hard to cater for special dietary requirements, food allergies and/or intolerances.

## Please note, UKAHT can cater for vegetarians at Port Lockroy, but other dietary requirements are extremely difficult to accommodate. This is due to the team sharing meals, time available to prepare food and the type of food available. Please consider this before applying.

## Non-Smoking:

## Port Lockroy is a non-smoking environment. Smoking (traditional cigarettes, e-cigarettes, and any other form of inhalation/vapors) is categorically prohibited at the site.

## First Aid:

## Given the remote location, it would be desirable for applicants to already have a first aid qualification / experience, however if selected you will be required to attend a 2 day (16 hour) Bespoke Outdoor First Aid course during training in October.

## To Apply for the position of Port Lockroy Assistant:

## Please complete the application form and declaration box in Section A. (Please note that all sections must be completed, within the allocated word limit, for your application to be considered).

## Please also read the medical process and requirements information in Section B. All details will be processed in accordance with Data Protection legislation.

## Upload your completed application form to online HR Portal, BreatheHR by 11:59 (GMT) on Monday 25th April 2022.

* **Please note:** Due to the large number of applications received each year we are not able to provide any individual feedback at the application stage.

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| 1. **Personal Details** | | | | |
| **Title:** | **First Name(s):** | | **Last Name:** | |
| **Contact Address(es):** |  | | | |
| **Daytime phone No:** |  | **Evening phone No:** | |  |
| **Mobile No:** |  | **Email address:** | |  |
| **Languages spoken and to what level:** |  | **How did you find out about working at Port Lockroy?** | |  |

**Section A**

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| 1. **Employment History (most recent first, please add extra rows if required)** |

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| --- | --- | --- | --- | --- |
| **Dates** | | **Employer name and address** | **Position** | **Key responsibilities** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
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| 1. **Education and Qualifications (most recent first, please add extra rows if required)** |

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| --- | --- | --- | --- |
| **Dates** | | **Educational Establishment** | **Qualifications & Grades** |
| **From** | **To** |
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| 1. **Personal Statement** |
| Please outline the reasons why you wish to apply for the role of Port Lockroy Assistant with UKAHT and highlight any skills or experiences that you believe are relevant for the role and why***(word limit: maximum of 500 words).*** |
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| Please answer the following questions with examples from your experience in academic, social or working life***(word limit: each answer is limited to maximum of 250 words).***   1. **Tell us why you consider yourself to be a team player and provide an example of a time you showed strong teamwork skills.** 2. **Tell us about a time where there were issues or strong disagreement among the team members? What did you do?** 3. **What would you find the most challenging thing about this role? And what would be the best thing about this role if you were successful?** 4. **Finally, tell us about an achievement you are most proud of.** |

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| 1. **Specific roles at Port Lockroy** |
| The Port Lockroy Assistant position involves a wide range of tasks which everyone in the team contributes to.   1. **Customer Service skills and Retail experience *(word limit: Max. 250 words*)–** Running the gift shop and welcoming thousands of visitors each day takes up a considerable amount of time each week (85% +). We would like to hear more about any previous experience you have is a customer facing role or a retail role. What does good customer service mean to you? 2. In addition to this, each team member is given responsibility for areas of work in addition to working in the shop. We are interested to hear of specific skills and experience you may have in some of these areas. All roles involve data collection using spreadsheets and writing reports.   Please answer about **one of these roles;** **Sub-Postmaster /Sub-Postmistress** or **Museum** or **Wildlife Monitoring, or Maintenance** ***(word limit: maximum of 300 words).***  **Sub-Postmaster / Sub-Postmistress –** The post office reopened after Bransfield House was restored as a museum. It is an official post office of the government of the British Antarctic Territory (GBAT) and is the southerly most public post office in the world. Around 70,000 postcards are posted each year to around 100 countries. All mail is cancelled by hand and put on ships travelling to the Falkland Islands. The Sub-Post person is responsible for handling and processing the Base mail in and out, overseeing the stamps and First Day Covers sales, processing philatelic mail and other philatelic requests. A high level of attention to detail is required for this role.  **OR**  **Museum -** Base A is recognised for its historical importance and designated as Historic Site and Monument No. 61 under the Antarctic Treaty System. The base is now run as a living museum and the team are custodians of the historic buildings and artefacts as well as providing interpretation to visitors. There is a collection of historic artefacts on site which are on open display. The historic buildings need to be invigilated, kept clean and ventilated during the season. You will take the lead role in the Museum throughout the season, showing guests around and talking about the history of the base and the artefacts within.  **Please highlight any skills or experience in the museum and heritage sector in particular around artefact handling, awareness of conservation principles, visitor interpretation and management in a historic environment.**  **OR**  **Wildlife monitoring -** There is a colony of gentoo penguins at Port Lockroy and all activities on the island must take the wildlife into consideration. On behalf of the British Antarctic Survey one of the team leads the monitoring of the penguins to study visitor impact on the population size, distribution of colonies and breeding success.   1. **Finally, please all comment on your Maintenance experience below *(word count: Max 50 works max*)**   **Maintenance Skills –** There are a lot of hands-on practical tasks to complete during your time at Port Lockroy, such as painting the windows and the buildings, installing small structures (subject to permit approval) etc. We would like to hear more about your skills and how these may complement a small team. |

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| 1. **References** | |
| Please provide the names and requested details of two professional referees, including your current or most recent employer and one-character reference. No approach will be made to your present employer before an offer of employment is made to you. | |
| **Professional Referees** | |
| **Name:** |  |
| **Organisation:** |  |
| **Position:** |  |
| **Email:** |  |
| **Contact No:** |  |
| **Address:** |  |
|  | |
| **Name:** |  |
| **Organisation:** |  |
| **Position:** |  |
| **Email:** |  |
| **Contact No:** |  |
| **Address:** |  |
|  |  |
| **Character Reference** | |
| **Name:** |  |
| **Email:** |  |
| **Contact No:** |  |

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| 1. **Declaration** |
| Your signature confirms   1. that the information you have given is accurate and complete 2. that you can attend the mandatory interview and selection process held 19h – 20th May 2022 online and, if successful, to also attend the mandatory training session held 15th – 21st October 2022 in Cambridge 3. that you believe you are fit and able to work in Antarctica 4. You have no dietary requirements, food allergies or food intolerances that would prevent you from living with a remote team in Antarctica for around 5 months 5. your consent for a UKAHT Occupational Health Expert to assess your medical fitness 6. your consent for UKAHT to require you to undertake a dental examination with your own dentist at the appointment stage 7. your consent for UKAHT to seek further medical information and ask you to undertake a medical from your own GP if recommended by the Occupation Health Expert at the appointment stage 8. that you will inform UKAHT of any change in your medical details prior to departure, if appointed 9. You currently have the right to the work in the UK (at the application stage) |
| **Signature:** |
| **Date:** |

**SECTION B**

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| **Medical Process and requirements** |
| As this role will be based in Antarctica which is an extremely challenging, remote and isolated environment where medical facilities are not readily available, all applicants who progress through to the second selection stage will be required to undertake the following:   * Completion of a confidential medical questionnaire which will need to be completed and sent to our Occupational Health expert for assessment and review at the selection centre. * Successful completion of a thorough medical and dental assessment (physical and mental health) with your GP to be submitted upon appointment. * Where there is a significant medical condition, we reserve the right to take this into consideration when determining the suitability of an application. We will base this decision upon medical guidance.   Please note that whilst all information received during the selection process is treated as confidential, any or all of it may be shared with suitably qualified third parties if this is deemed necessary for the safety or well-being of you or others. |
| **Please detail here if there are any reasonable adjustments that you need UKAHT to make to assist your application either during the telephone interview (first stage) or selection centre (second stage):** |