



# Field Studies Council

Outdoor Learning Experiences

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## Welcome to the Field Studies Council

### **Recruitment Officer with Field Studies Council Head Office, nr Shrewsbury, 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 visits our Field Studies Council 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 Field Studies Council, 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 **Recruitment Officer** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- For Information about the Field Studies Council visit [www.field-studies-council.org](http://www.field-studies-council.org)

**Applications will be considered upon arrival.**

**We reserve the right to close the vacancy early if we're in receipt of sufficient applications.  
Please apply early to avoid disappointment.**

Interviews are scheduled to take place via Zoom on a date to be confirmed.

Shortlisted applicants will be contacted by telephone and/or email.

If you have any queries regarding this vacancy, please call Sara Seivewright on 01743 852100.

We look forward to receiving your application in due course.

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

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Recruitment Officer</b>
<b>Based at:</b>	Base negotiable – the postholder will be required to attend meetings/work in the office, at FSC Head Office, nr Shrewsbury, as business need dictates
<b>FSC Grade:</b>	Team Member
<b>Reports to:</b>	Recruitment Lead
	There is no line management responsibility associated with this post

### **Overall Job purpose:**

Working as part of the wider HR team, this role will focus on FSC recruitment activities and onboarding new staff, ensuring a proactive, effective and professional support service is delivered to both external customers and internal colleagues and teams. As a first point of contact for recruitment related matters it is imperative that the post holder is able to deliver the highest level of customer service and care at all times.

### **Key Responsibilities:**

- Providing advice, guidance and support to Learning Location Managers and other colleagues in all aspects of the recruitment and selection process, including advertising, short listing, interviewing and appointment
- Undertaking day to day administration and maintenance processes within Networx ensuring that adverts/vacancy packs are uploaded and that the right vacancy templates are being saved and used.
- Effectively coordinate an onboarding process of new starters in Networx and ensure that any risks & challenges are being escalated to Recruitment Lead
- Effectively and efficiently producing HR documentation e.g. drafting and issuing of letters and Contracts of Employment
- Effectively and efficiently handling recruitment administration and processes, pre & post advert including obtaining references, with the majority being completed via Networx (FSC's applicant tracking system), and ensuring that candidates receive a quality service
- Working with senior colleagues to further develop the functionality and compatibility of Networx and ResourceLink (HR and Payroll system) to enable an automated onboarding process for new appointees, and to make the most effective use of the systems by streamlining where possible and ensuring appropriate internal processes and procedures are in place, followed and continuously improved
- Undertaking other pre-employment checks e.g. eligibility and identification documentation
- Proactively monitoring the receipt of documentation required at the various stages in the employee life-cycle and, where appropriate, liaising closely with senior colleagues or employees directly to ensure legal obligations and timescales are met
- Assisting in the provision of general advice to Learning Location Managers and staff on all aspects of employment terms and conditions (e.g. salaries, benefits, contracts, payroll, statutory leave and payments)
- Undertaking the day-to-day input and maintenance of employee data in ResourceLink, ensuring that data is entered accurately and in line with all internal processes
- Assisting with the production of reports and other management information to support day to day operations, to meet our statutory obligations, and to inform strategic management decisions: this may include the extraction, collation, analysis and interpretation of a variety of data/statistics from a number of sources to create reports/returns for a range of purposes e.g. recruitment costs and effectiveness, applicant data, salary information, organisational charts, etc.
- Effectively handling telephone and email enquiries coming into the department, ensuring they are dealt with in a professional and timely manner
- Following policies and procedures, in particular observing the importance of confidentiality within the Human Resources department

- Creating and maintaining positive working relationships with colleagues across the Charity to ensure effective communication and co-operative working
- Maintaining and developing knowledge of key employment legislation in order to assist senior colleagues in the identification of best practice within and outside of the Charity Sector and its appropriateness in supporting staffing practices and procedures
- Contributing to the overall performance of the Recruitment function by proposing solutions and participating in improvement projects, in line with FSC's commitment to continuous improvement and delivery of customer satisfaction
- Undertaking other routine HR administration duties as required in order to support colleagues and ensure the efficient operation of the HR Department

#### **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 and collaboratively with other Head Office 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
- Driving: As many of our locations are remote, it would be advantageous if the post-holder was 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
- 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 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

#### **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 2022.

## PERSON SPECIFICATION

<b>Post Title: RECRUITMENT OFFICER</b>		<b>Location: FSC HEAD OFFICE (BASE NEGOTIABLE)</b>	
ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
<b>1. QUALIFICATIONS &amp; EXPERIENCE</b>			
Minimum of 5 GCSEs (or equivalent level qualification), to include English	✓		Application
Previous experience working in a Recruitment role	✓		Application / Interview
A recognised HR qualification e.g. CIPD or equivalent (or be working towards)		✓	Application / Interview
Experience of working with computerised applicant tracking systems e.g. Networx	✓		Application / Interview
Experience of working with computerised HR systems e.g. ResourceLink	✓		Application / Interview
Experience of all aspects of Recruitment and Selection	✓		Application / Interview
Full Driving Licence		✓	Application
<b>2. KNOWLEDGE</b>			
Working knowledge of key recruitment and selection processes, employment legislation and systems	✓		Application / Interview
Proficient in the use of standard office software and technology e.g. word processing, databases, spreadsheets and outlook	✓		Application
<b>3. SKILLS</b>			
Excellent accuracy and attention to detail in all areas of work	✓		Application / Interview
Ability to undertake HR calculations relating to staff terms and conditions e.g. annualised hours and salaries	✓		Application / Interview
Ability to exhibit a high level of confidentiality	✓		Application
Self-motivated with the ability to focus and stay on task in a busy role, and to work using your own initiative, as a competent and effective team member or independently	✓		Interview
Highly organised with the ability to effectively manage tasks and to prioritise to meet tight deadlines	✓		Interview
Demonstrable ability to consult and communicate clearly and effectively, both orally and in writing, and to develop positive working relationships	✓		Application / Interview
Ability to deal confidently with a wide range of information and to produce high quality, accurate and meaningful documentation	✓		Application / Interview

## SUMMARY OF MAIN TERMS AND CONDITIONS

### **Contract Term:**

This is a permanent position.

### **Remuneration:**

Grade: Team Member.

Salary Grade: Scale Points 13 - 16 actual salary is £22,139 - £23,737 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.

Workwear is provided by the Field Studies Council.

### **Hours of work:**

The hours of work are 37.5 hours per week, which will normally be worked over five days, Monday to Friday, with a 30-minute unpaid lunch break each day. Evening work may occasionally be required. The exact working pattern can be discussed at interview.

There is an expectation that you 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 equating to 28 days (excluding Bank Holidays) during a complete holiday year. Part time workers, or anyone who joins part way through the year, will receive a pro-rata of the entitlement.

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 2 additional days paid leave.

**Pension:** You will be eligible to join one of Field Studies Council's Pension Schemes.

### **Sickness:**

During periods of certified sickness, you will be eligible to receive sick pay in accordance with Field Studies Council's sickness absence procedures. The payment of sick pay is subject to compliance with Field Studies Council's rules for the notification and verification of sickness absence, details of which will be provided to you upon commencement of employment.

### **Additional Employee Benefits:**

These include Life Assurance\*, a Health Cash Plan with Westfield Health\* and a 24hr Counselling Helpline Service (\*exclusions apply). Further details are given on appointment, as applicable, or are available by contacting Human Resources at Field Studies Council Head Office on 01743 852119.

### **Probationary Period:**

This post has a six-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, you must still meet the acceptance criteria as defined in the FSC Code of Conduct.