**PERSON SPECIFICATION**

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| **Post Title: HEAD OF CENTRE** | **Learning Location: KINDROGAN FIELD CENTRE** |

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| **ESSENTIAL/DESIRABLE FACTORS FOR THE POST** | **E** | **D** | **How is this identified?** |
| **1. QUALIFICATIONS & EXPERIENCE** |
| Degree in Geography, Biology, Ecology, Environmental Science or closely allied discipline | ✓ |  | **Application** |
| 5+ years’ experience of successfully managing staff to achieve high results | ✓ |  | **Application/Interview** |
| Demonstrable experience of operating at a strategic level | ✓ |  | **Application/Interview** |
| Experience of managing team leaders across a range of operating services | ✓ |  | **Application/Interview** |
| Experience of leading customer focussed service delivery | ✓ |  | **Application/Interview** |
| Experience of the development and delivery of teaching programmes | ✓ |  | **Application/Interview** |
| Experience of working at a regional (E) or national level (D) with critical partners  | ✓ | ✓ | **Application/Interview** |
| Previous experience of working with children and/or informally with groups | ✓ |  | **Application/Interview** |
| Experience of writing and undertaking risk assessments | ✓ |  | **Application/Interview** |
| Numerate with experience of complex financial management including forecasting | ✓ |  | **Application/Interview** |
| At least 5 years previous experience of working in environmental education or outdoor learning | ✓ |  | **Application/Interview** |
| Full valid Driving Licence | ✓ |  | **Application**  |
| At least 2 years previous experience of management in an environmental education or outdoor learning context |  | ✓ | **Application/Interview** |
| Management Qualification or H&S Management Qualification |  | ✓ | **Application** |
| Business Management and/or budget management experience |  | ✓ | **Application/Interview** |
| Accredited Trainer/ Assessor or PGCE or equivalent |  | ✓ | **Application** |
| First Aid Qualification |  | ✓ | **Application**  |
| Full D1 entitlement with minibus driving experience / certification |  | ✓ | **Application**  |
| **2. KNOWLEDGE** |
| Ability to use standard office software and technology e.g. word processing, databases, spreadsheets and outlook | ✓ |  | **Application** |
| * Good knowledge of the Scottish Education System, including Curriculum for
* Excellence
 | ✓ |  | **Application/Interview** |
| **3. SKILLS** |
| Proven leadership abilities | ✓ |  | **Application/Interview** |
| Exceptional project management skills | ✓ |  | **Application/Interview** |
| Ability to communicate at a strategic level and to a diverse range of audiences | ✓ |  | **Application/Interview** |
| Ability to motivate your team to achieve high results and inspire others | ✓ |  | **Application/Interview** |
| Committed and proactive approach to personal development, motivated to learn new skills and seek new challenges, and to motivate others to do the same | ✓ |  | **Application/Interview** |
| Demonstrable time management and prioritisation skills | ✓ |  | **Application/Interview** |
| Confident self-starter able to work accurately under pressure | ✓ |  | **Application/Interview** |
| Commitment to learning in the outdoor environment | ✓ |  | **Application/Interview** |

# PERSON SPECIFICATION (continued)

Significant experience, expertise or interest in:

**Management** – able to manage resources, i.e. both people and plant, whilst maintaining an open communications culture and progressing the personal and professional development of all staff. The new management must work to ensure the Centre maintains and develops its reputation for high quality educational courses in a changing operating environment. This will involve the skilful management of finances and resources to ensure that FSC targets are met.

**Building the FSC profile** – it will be important to maximise the showcasing opportunities presented by the site and its location to publicise the charity and its activities. The Head of Centre would be expected to publicise new initiatives and, in conjunction with colleagues from Head Office and other FSC Centres, to market effectively the services provided by the Centre and the organisation.

**National Education Agenda**

**Scotland -** awareness of current changes in schools as a result of Government policies and of the Curriculum for Excellence, the requirements of higher education and continuing changes in the provision of courses for the marine science community. The successful candidate will need to develop and market courses that will attract students, teachers and lecturers and win the support of funders and governors.

**England and Wales** – awareness of current changes in schools as a result of policy changes at both Welsh and English Government levels and of the National Curriculum, specifications at GCSE, A-level and IB and continuing changes in the provision of courses for groups outside formal education. The successful candidate will need to develop, customise and market courses which will attract students and teachers and win the support of funders and governors.

**Informal Education** – The successful candidate will need to develop, customise and market courses which will support the learning of students in informal education and those undertaking professional learning programmes.