

## Welcome to the Field Studies Council

### Digital Learning & Publishing Manager with Field Studies Council.

**The base location for this position is negotiable, with remote working / home working a possibility. However, please note that occasional travel to our Head Office and other locations across the UK will be a requirement for this position.**

Imagine a role that offers you unique opportunities and challenges, where you are a valued part of an empowered team striving to create a truly memorable experience for every individual who visits our Field Studies Council locations or uses our guides and online resources, and where you can demonstrate your passion for delivering 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 **Digital Learning & Publishing Manager** vacancy:

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

**The closing date for receipt of your completed application is 11.59pm on 8<sup>th</sup> July 2026**

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 at online the week commencing 22<sup>nd</sup> July 2026

Shortlisted applicants will be contacted by email.

If you have any queries regarding this vacancy, please email [recruitment@field-studies-council.org](mailto:recruitment@field-studies-council.org).

We look forward to receiving your application.

**Ian Wainwright**  
**Commercial Director**

## Job Description

<b>Job Title:</b>	Digital Learning & Publishing Manager
<b>Grade:</b>	Senior Manager
<b>Based at:</b>	Field Studies Council Head Office <b>(with remote working / home working a possibility)</b>
<b>Reports to:</b>	Commercial Director
<b>Responsible for:</b>	The day-to-day management and performance of the unit

### Job Purpose:

This role leads the Digital Learning & Publishing unit, with accountability for its commercial and operational performance, including P&L delivery, revenue growth, customer experience and the development of a strong portfolio of digital learning, biodiversity training and publishing products across the UK.

Working closely with the Commercial Director, this is a key senior management role responsible for shaping commercial strategy, leading a high-performing team, building partnerships and ensuring that the unit delivers sustainable growth in line with the Field Studies Council mission and 2032 vision.

### Key responsibilities:

- Full accountability for the operational and financial performance of the Digital Learning & Publishing unit, including P&L delivery, revenue growth, cost control, budgeting and forecasting
- Developing and delivering the unit's commercial strategy, including pricing, product mix, route-to-market and clear performance measures
- Leading the Field Studies Council digital learning and publishing portfolio, ensuring products and services are aligned to customer needs, target audiences and commercial outcomes
- Identifying and delivering new revenue opportunities across digital learning, publishing, partnerships, licensing and e-commerce channels
- Establishing and monitoring commercial KPIs, using data and insight to improve conversion, retention, customer value and overall business performance
- Identifying, negotiating and managing strategic partnerships, commercial collaborations and new client relationships to expand reach and income
- Providing strong leadership to the team, including objective setting, line management, workforce planning, recruitment, development and performance management
- Ensuring effective delivery of in-person and online biodiversity training courses and publications to agreed quality, cost and timelines
- Overseeing production workflows for digital and print content, including stock control, pricing, rights, licensing, version control and content asset management
- Working closely with the Commercial Director and wider organisation to contribute to business planning, strategy development, customer experience and market growth
- Ensuring compliance with relevant legislation and policies, including GDPR, copyright, licensing and safeguarding requirements for online learning communities

### General:

- Complying with all relevant legislation / Field Studies Council Operating Codes of Practice (OCOPs) / Field Studies Council Health and Safety Handbook and procedures.
- Proactively inspiring and 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 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 Field Studies Council policies.
- Fulfilling your obligations under Field Studies Council's Behaviour Partnership to ensure a happy, productive working environment.
- Attending staff meetings as well as internal and external training as required and participating fully in staff development activities (sometimes this may involve travel to Field Studies Council learning locations with the occasional overnight stay)
- The role includes the need to travel to Field Studies Council locations and other venues throughout the UK, which will involve some overnight stays.
- Undertaking any other duties that may reasonably be required to ensure the smooth and efficient running of the learning location and wider 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 Field Studies Council'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 Field Studies Council reserves the right to vary these duties, as per the needs of the business.

Date of Issue: June 2026

## Person Specification

<b>Title: Digital Learning &amp; Publishing Manager</b>	<b>Learning Location: Base Negotiable</b>
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<b>Essential/Desirable Factors for the Role</b>	<b>E</b>	<b>D</b>	<b>How is this identified?</b>
<b>1. Qualifications &amp; Experience</b>			
Qualified to degree level (or higher), or equivalent	✓		Application
Significant experience in a commercial leadership or business unit management role	✓		Application/Interview
Experience leading and developing high-performing teams in a commercial environment	✓		Application/Interview
Demonstrable P&L accountability and revenue growth delivery, with a track record of developing and scaling commercially viable products or services	✓		Application/Interview
Experience of working with content creators, authors, artists and designers		✓	Application/Interview
Experience, including evidence of success with producing, delivering, and evaluating a regional or national portfolio of training material		✓	Application/Interview
Experience leading delivery project teams and managing vendors/freelancers.	✓		Application/Interview
Demonstration of success through effective management and influencing of partnerships and networks	✓		Application/Interview
Budget management expertise, including a proven ability to ensure value for money	✓		Application/Interview
Project or programme management qualification		✓	Application
<b>2. Knowledge</b>			
Extensive practical knowledge of the Natural History of the UK		✓	Application/Interview
Empathy with the Charity's values and culture		✓	Application/Interview
<b>3. Skills</b>			
Excellent oral and written communication skills, including networking and advocacy	✓		Application/Interview
Demonstrable IT skills, including the proficient use of standard office software (e.g. word processing, databases, spreadsheets and email), as well as websites and social media platforms.	✓		Application/Interview
Ability to deliver at pace while maintaining high standards, including attention to detail	✓		Application/Interview
Flexibility to vary normal working hours, including some weekend working	✓		Application/Interview
Flexibility to travel occasionally within the UK and other locations as necessary	✓		Application/Interview

## Summary of Main Terms and Conditions

**Contract Term:** This is a permanent position.

### Remuneration:

Grade: Senior Manager

Salary Grade: Scale Points 22 - 26, actual salary is £36,973 - £44,091 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 role is based on a notional average of 37.5 hours per week, this will equate to a total of 1950 hours of work annualised over a full year, normally worked over 5 days per week. However, for a role of this nature you will be expected to devote such time as is necessary for the proper carrying out of your duties.

This will include some evening and weekend work and there will also be the requirement to attend meetings at Field Studies Council Centres and other locations as required.

### 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 and seasonal 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 (pro rata for part time and seasonal workers).

**Pension:** You will be eligible to join the NEST Pension Scheme.

### 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 and Wellbeing Support App\* 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 role has a six-month probationary period, during which your suitability for the role will be assessed.

### Role Classification / Criminal Records Check Requirements:

This role has been classified as **Category C** (as defined in the Field Studies Council 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 Field Studies Council Code of Conduct.