

Welcome to the Field Studies Council

Estate & Conservation Assistant with Field Studies Council Juniper Hall, Mickleham, Dorking, Surrey (RH5 6DA)

Accommodation available (on a chargeable basis)

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 **Estate & Conservation Assistant** 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

The closing date for receipt of your completed application is 11.59pm on 28 August 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 Field Studies Council Juniper Hall

Shortlisted applicants will be contacted by email.

If you have any queries regarding this vacancy, please email recruitment@field-studies-council.org

We look forward to receiving your application.

Sarah Wyper
Residential Centre Manager

Job Description

Job Title: Estate & Conservation Assistant

Based at: Field Studies Council Juniper Hall

Grade: Team Member

Reports to: Residential Centre Manager

There is no line management responsibility associated with this role

Job purpose:

The Estate & Conservation Assistant will work under the direction of the Centre Manager, with support from the Infrastructure Team and Nature Recovery & Estates Manager, to manage the grounds at Juniper Hall Field Centre. The estate supports multiple habitats within a Site of Special Scientific Interest (SSSI), in the Surrey Hills and Box Hill area.

They will support the ETL and Centre Manager to manage the site for ecological conservation and education and community group visits and increase the use of volunteers. They will also assist the Maintenance Officer with general maintenance around the site.

This is essentially an active role and will require you to be able to carry out duties associated with habitat conservation and estate work including manual handling.

Key Responsibilities:

Conservation and Ecology:

- Delivering aspects of the nature recovery and sustainability plan: tasks may include waste disposal, general tidiness, upkeep of garden and estate areas, care and use of maintenance and estate equipment
- Undertaking routine grounds maintenance tasks in line with the grounds action plan, which will include mowing, strimming and spraying.
- Undertaking practical habitat management and conservation tasks (using hand tools) in line with the grounds action plan
- Completing ecological monitoring and surveys to maintain up to date records electronically.
- Maintaining, servicing and periodic inspection and testing of all plant and equipment.
- Working with existing and new volunteer groups and corporate groups on specific tasks as set out in the centre action plan

Maintenance

- Assisting with the internal and external repairs to fabric and fittings, ensuring that all tasks are carried out appropriately and to a suitable standard: tasks may include day to day repairs, carpentry, window glazing, plumbing, electrical works, waste disposal, painting and decorating, general tidiness outside and inside of buildings and grounds
- Assisting with the maintenance of the grounds, in line with any ground's maintenance and development plan: tasks may include waste disposal, general tidiness, upkeep of garden and estate areas, care and use of maintenance and estate equipment
- Assisting with safety checks and surveys of visitor routes, infrastructure and facilities.
- Assisting in the liaison with outside contractors regarding maintenance and grounds work to meet quality and Health and Safety regulations

- Assisting with the completion and recording of Health and Safety checks at the learning location, for example, heating and hot water temperatures, alarm systems, sewage systems, personal protective equipment, jetties and pathways, etc
- Assisting with the maintenance, service, periodic inspection and testing of all plant and equipment
- General maintenance, cleaning and checking of learning location vehicles, including the ride-on mower, and arranging MOTs, servicing and repairs as required
- Undertaking any other duties that may be reasonably required to assist with other teams across the centre/region, and complying with all reasonable directions that may from time to time be given
- You may occasionally be required to travel and work at other nearby locations in the Region/group.

General:

- Complying with all relevant legislation / Field Studies Council Operating Codes of Practice (OCOPs) / Field Studies Council Health and Safety Handbook and Field Studies Council procedures
- Taking an active role in the learning location's duty system - this will involve staying on site on some evenings and overnight to deal with customer issues and, with the support of a Senior member of staff, respond to emergencies
- 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 Field Studies Council 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 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 Field Studies Council 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 Field Studies Council locations with the occasional overnight stay)
- Driving: Juniper Hall has electric vehicles that may be used in connection with the role. The ability to drive would be beneficial but is not a requirement. Anyone driving a Field Studies Council vehicle must hold a full valid driving licence and complete any required internal assessment.
Driving other vehicles, including minibuses, is not a requirement of this role.
- Undertaking any other duties that may reasonably be required to ensure the smooth and efficient running of the learning location

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: August 2026.

Person Specification

Title: Estate & Conservation Assistant	Learning Location: Field Studies Council Juniper Hall
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Essential/Desirable Factors for the role	E	D	How is this identified?
1. Qualifications & Experience			
5 GCSEs or similar		✓	Application / Interview
Practical experience in land, conservation and access management, to level 2 (or equivalent level of vocational experience)		✓	Application / Interview
Relevant experience of carrying out conservation tasks	✓		Application / Interview
Relevant experience in grounds management / estate maintenance	✓		Application / Interview
Experience in general maintenance work i.e. grounds maintenance, decoration, fixtures and fittings		✓	Application / Interview
Experience of the safe use and care of relevant tools and equipment for indoor and outdoor maintenance and conservation tasks		✓	Application / Interview
Any 'trade skills', e.g. carpentry, plumbing, electrics (HND or similar)		✓	Application / Interview
Experience of maintaining plant (e.g. heating systems, vehicles)		✓	Application / Interview
Experience of working in residential and/or educational buildings, or similar extensive premises		✓	Application / Interview
Experience of Health & Safety monitoring and record keeping		✓	Application / Interview
Experience of liaising with volunteers and external contractors		✓	Application / Interview
Relevant certificates for use of tools and machinery e.g. chainsaw		✓	Application
Full valid Driving Licence		✓	Application
Full D1 entitlement with minibus driving experience/certification		✓	Application
First Aid qualification		✓	Application
2. Knowledge			
Ability to use standard office software and technology as appropriate to the role	✓		Application
Awareness and understanding of relevant Health and Safety issues		✓	Application / Interview
Knowledge and experience of practical land and habitat management		✓	Application / Interview
3. Skills			
Ability to focus and stay on task in a busy environment or when working alone	✓		Application / Interview
Ability to effectively manage tasks on a day-to-day basis	✓		Application / Interview
Excellent communication skills, sensitive to the needs of others	✓		Application / Interview
Excellent attention to detail in all aspects of work	✓		Application / Interview

Summary of Main Terms and Conditions

Contract Term:

This is a permanent position.

Remuneration:

Grade: Team Member

Salary Grade: Scale Points 4 - 7, actual salary is £10,574 - £11,222 per annum (the full-time equivalent salary is £24,785 - £26,302 per annum). This equates to an hourly rate of £12.71 - £13.49.

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.

It may be possible to be resident on site. If resident, a deduction equivalent to up to 20% of the full-time equivalent salary is taken from your gross monthly salary and you will be required to sign a residential accommodation agreement. If resident, food will be provided during the course of your duties only. Food is not included on days off and holidays.

Workwear is provided by the Field Studies Council.

Hours of work:

The role is based on a notional average of 16 hours per week, this will equate to a total of 832 hours of work annualised over a full year. The weekly hours are based on a flexible shift pattern, this **will** fluctuate throughout the year according to business needs. This means that you may be required to work additional hours per week during busy periods and considerably less in other weeks to compensate. Evening, weekend, and Bank Holiday working may be required. The working pattern can be discussed with you at the 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 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.