

Application Pack

Health & Safety Officer (Part-time)

October 2019

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Herts and Middlesex

**Grebe House
St Michael's Street
St Albans
Hertfordshire
AL3 4SN**

Tel: (01727) 858901
Email: info@hmwt.org
www.hertswildlifetrust.org.uk

Chief Executive: Lesley Davies



Hertfordshire & Middlesex Wildlife Trust Limited is registered in England No 816710 at the above address and is registered as a charity under Registration No 239863. VAT No 366 9276 06

President
Sir Simon A Bowes Lyon, KCVO

1. ADVERT

This role helps to protect local wildlife by ensuring that the Trust has the resources to care for wild places and connect people with their local wildlife.

Health & Safety Officer (Part-time)

£14,960 - £17,003 (SCP 24-28) plus 7% pension (if eligible)
(£24,933 - £28,339 FTE)

22.5 hours per week (flexible work pattern considered)

Herts and Middlesex Wildlife Trust is the leading local charity working to create a Living Landscape rich in wildlife, for everyone. We are supported by over 22,000 members and, with a network of volunteers, we care for the beautiful wild places of Hertfordshire and Middlesex.

We aim to inspire people to care about wildlife and to help give it a better future. As part of the national federation of 46 Wildlife Trusts, our influence is far-reaching and we play a vital role in standing up for wildlife.

Our staff team is enthusiastic, friendly and committed to wildlife conservation and exemplifies our values of professionalism, valuing contributions by others and continually striving to improve.

The Health & Safety Officer plays a pivotal role in the Trust, providing advice, support and training to staff and volunteers. They coordinate health and safety across the Trust, keep policy and practice up to date with legislation and best practice, and encourage a culture of good health and safety practice. The Officer supports the Trust's Health & Safety Committee and has a leading role in Safeguarding for the Trust.

We are looking for someone who has excellent organisational and communication skills, with a friendly approach and great attention to detail, together with an interest in what we do. The successful candidate will be fully conversant with MS Office, and ideally hold, or be working towards, a health and safety qualification such as NEBOSH or similar.

The Trust can offer flexible working as well as other benefits such as salary sacrifice schemes. The Trust's offices are based on the edge of the Verulamium Park on the outskirts of St Albans.

If you would like an informal discussion about this post, please call Becky Vernon-Clinch, the Trust's Business Support Manager on 01727 858901.



**Herts and
Middlesex**

For more information and to apply (CVs are not accepted), visit our website:

www.hertswildlifetrust.org.uk/jobs

Herts & Middlesex Wildlife Trust
Grebe House
St Michael's Street
St Albans
Herts
AL3 4SN

Tel: 01727 858901

Email: recruitment@hmwt.org

Closing Date:

9am, Thursday 7 November 2019

Interviews & Assessments:

Tuesday 26 November 2019

A driving licence and flexibility to work occasional irregular hours is required for all posts. The post may be subject to a Disclosure check by the Disclosure and Barring Service.

2. RECRUITMENT & SELECTION PROCESS

How to apply

A completed Application Form and Equal Opportunities Monitoring Form should be submitted by email by **9am** on **Thursday 7 November 2019**. CVs will not be accepted.

For an application pack, please visit our website, where you will find details about the post and the application process.

www.hertswildlifetrust.org.uk/about/jobs

Please send your application form & Equal Opportunities form with your name in the file name recruitment@hmwt.org.

Selection Process

Shortlisted candidates will be invited to an interview on **Tuesday 26 November 2019** at the Trust's offices in St Albans.

An offer of appointment will be made to the successful candidate shortly after interview. An offer of employment made by Herts and Middlesex Wildlife Trust at this stage is subject to satisfactory written references, an employment medical assessment and may be subject to a Criminal Records Disclosure.

You must also be able to identify that you have the right to work in the UK, and that you have the qualifications listed in your application.

If you have not heard from us by the interview date, I regret that your application will have been unsuccessful on this occasion.

Information from your application will be processed in accordance with the General Data Protection Regulations. Individuals have, on written request, the right of access to personal data held about them. Please see our Applicant Privacy Notice on our website - <http://www.hertswildlifetrust.org.uk/policies>.

3. ABOUT HERTS & MIDDLESEX WILDLIFE TRUST

This is an exciting time to join the Trust! During the past few years, the Trust has been growing and developing, with over 22,000 members and 600 volunteers. Our office at Grebe House is based on the edge of Verulamium Park in St Albans and we are a friendly team of 36 staff.

The Health and Safety Officer plays a pivotal role in our work, guiding our staff and volunteers, on nature reserves, in the wider countryside and at our events.

Our vision is *an environment rich in wildlife for everyone.*

Our mission is *to protect and enhance wildlife and connect people with the natural world, working in partnership to create a Living Landscape in Herts & Middlesex.*

Our strategic objectives are:

- *WILDLIFE: to protect, enhance and connect places for wildlife on nature reserves, in urban areas and across the wider countryside through positive conservation action;*
- *PEOPLE: to inspire people to value the natural world and enable action for wildlife.*

What we do

Formed in 1964, we are a local charity supported by people who care about protecting wildlife, including over 20,000 members. With volunteers, we manage a network of more than 40 nature reserves, covering nearly 2,000 acres. Beyond this our vision is of a living landscape, where we work with others to improve our towns and countryside for wildlife. We organise an annual programme of activities to inspire people about wildlife, including major events, talks, and guided walks.

The Trust is one of 46 local Wildlife Trusts across the UK, supported by over 800,000 members and managing 2,300 nature reserves across the UK. Together the Wildlife Trusts lobby for better protection of wildlife and wild places and are dedicated to protecting wildlife for the future.

Staffing

The Trust staff includes the Living Landscape team, Fundraising & Communications team, the Finance team and the Business Support team and Finance and Administration team. The Health & Safety Officer is based in the Business Support team, working across the whole Trust.

Funding

Our annual turnover is approximately £1.5 million, over half of which comes from membership subscriptions. Grants and fundraising activities contribute the remainder.

For more information please visit:

www.hertswildlifetrust.org.uk to find out more about the Herts & Middlesex Wildlife Trust.

www.wildlifetrusts.org to view The Wildlife Trusts national website.

4. JOB DESCRIPTION

JOB TITLE:	Health & Safety Officer (Part-time) 22.5 hours per week
RESPONSIBLE TO:	Business Support Manager
WORK AREA:	Based at Grebe House, St Albans, Hertfordshire AL3 4SN The Trust's activities cover Hertfordshire, London Boroughs of Barnet, Enfield, Harrow and Hillingdon
SALARY:	Scale point 24-28 (pro rata) plus 7% pension
EMPLOYMENT TERM:	Permanent
JOB PURPOSE:	To lead health and safety across the Trust, keeping policy and practice up to date with legislation and best practice by providing advice, support and training. The Officer shall encourage a positive culture of health and safety seeking to create good physical and mental wellbeing for our staff and volunteers.

Main Duties and Responsibilities:

1. Provide H&S advice and support to staff, Trustees and volunteers in relation to legislation and best practice.
2. Develop and implement H&S policies and procedures with staff and volunteers, including emergency action plans, risk assessments and safe working practices.
3. Develop and maintain a programme of health and safety training for staff and volunteers.
4. Oversee accident and incident reporting, investigate and advise on lessons learnt.
5. Be the staff lead for the Trust's Health and Safety Committee, producing reports and providing advice.
6. Ensure that H&S records are kept up to date by staff and volunteers.
7. Oversee health surveillance, e.g. HAVs screening, staff well-being.
8. Oversee the safeguarding function within the Trust, taking on the role of Designated Safeguarding Officer.
9. Oversee an annual programme of testing equipment for noise and vibration, maintain and develop systems to record use of equipment and monitor its use by staff by volunteers.
10. Ensure the safety of the Trust's working environments.
11. Support the planning of the Trusts' public events programme.
12. Oversee the register of H&S related equipment and clothing, and ensure supplies are kept up to date.
13. Undertake other duties required by the Line Manager, consistent with the job purpose.

The Trust retains the right to amend the job description in consultation with the post holder to reflect changes in or to the job.

5. PERSON SPECIFICATION

Essential	Desirable
Knowledge and experience	
<ul style="list-style-type: none"> • Excellent knowledge and experience of providing health and safety advice • Experience of writing Safe Working Procedures and Risk Assessments • Understanding of safeguarding practices 	<ul style="list-style-type: none"> • NEBOSH certificate or similar • Understanding of the nature conservation sector and health and safety implications • Experience of working with volunteers
Skills and competencies	
<ul style="list-style-type: none"> • Excellent organisational skills and ability to prioritise workloads • Excellent problem solving abilities • Strong interpersonal and communication skills, particularly important to be able to communicate health and safety matters to staff and volunteers staff • Proficient in the use of IT and relevant software (MS Word, MS Excel) 	<ul style="list-style-type: none"> • Experience of managing staff or volunteers
Personal qualities	
<ul style="list-style-type: none"> • Aptitude for coaching staff and volunteers to encourage a culture of best practice • The ability to maintain confidentiality • A team player • Self-motivated and able to use own initiative • A professional business attitude • Commitment to equal opportunities and diversity • Ability to work flexibly • Strong desire to contribute to the development of the organisation • Full valid driving licence 	<ul style="list-style-type: none"> • Commitment to wildlife conservation & the work of the Trust

6. SUMMARY TERMS & CONDITIONS OF EMPLOYMENT

Location

The offices of the Trust are currently in St. Albans, though the Trust may require you to work at any other Trust office within a 25-mile radius. Work sites are throughout the counties of Herts and Middlesex.

Contract

The post is offered on a permanent part-time basis. Annual performance appraisals take place.

Probationary period

A probationary period of six months applies.

Normal hours of work

The Trust operates a 37.5 hour week. Overtime is not available, though equivalent time off for authorised additional time worked may be taken in lieu.

Annual leave

Initially 23 days leave per year (rising to 25 days after one year and 28 days after 4 years completed service with the Trust), plus statutory bank holidays per year. Pro-rated where applicable.

Pension

All eligible employees are automatically enrolled into the Trust's Group Personal Pension Scheme. The Trust contributes 7% of an employee's salary; employees are required to contribute 1% of their salary. Employees are able to opt-out of the pension scheme if they wish.

Car and Travel expenses

Where the post-holder uses their car and drives on Trust business, he/she will be required to hold a full current valid driving licence and be insured for work. Travel expenses are paid as outlined in the Employee Handbook.

Employee Handbook

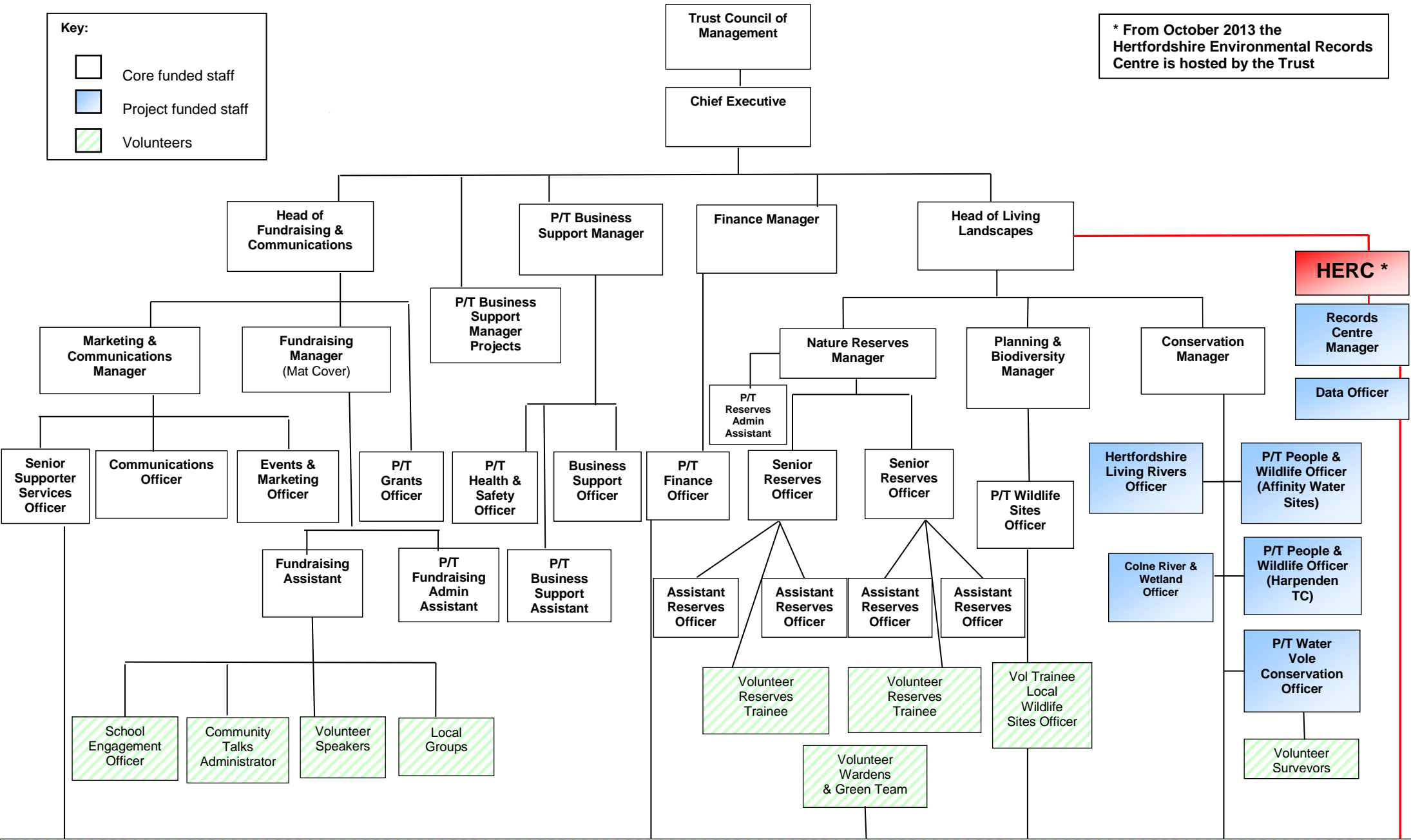
Herts & Middlesex Wildlife Trust's policies and procedures are contained in the Employee Handbook, which is available on appointment. These policies and procedures do not form part of your terms and conditions of employment, save for the Alcohol and Drugs Policy, Rights of Search Policy, Health and Safety Policy, Bribery Policy and Social Media.

Herts & Middlesex Wildlife Trust - ORGANISATION CHART

Key:

- Core funded staff
- Project funded staff
- Volunteers

* From October 2013 the Hertfordshire Environmental Records Centre is hosted by the Trust



Volunteers