

Application Pack

Business Support Officer (Health & Safety) (Part-time)

January 2020

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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. ABOUT HERTS & MIDDLESEX WILDLIFE TRUST

Formed in 1964, we are a local charity supported by people who care about protecting wildlife. With the help of our 600 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.

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

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.

Staffing

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

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

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.

2. JOB DESCRIPTION

JOB TITLE:	Business Support Officer (Health & Safety)
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 (£24,933 - £28,339 FTE) £14,960 - £17,003
EMPLOYMENT TERM:	Permanent. Part-time (22.5 hours per week)
JOB PURPOSE:	To focus on coordinating health and safety across the Trust by providing advice, support and training to staff and volunteers, keeping policy and procedures up to date with legislation and best practice, and encourage a culture of good health and safety practice. The Officer will also support our Health & Safety Committee and will be part of the Trust's Safeguarding team.

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. Be a part of the Trust's Safeguarding team.
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.

3. PERSON SPECIFICATION

Essential	Desirable
Knowledge and experience	
<ul style="list-style-type: none"> • An understanding of administrative/office processes • Knowledge and experience of providing health and safety advice • Educated to the equivalent of A level standard; numerate and literate 	<ul style="list-style-type: none"> • Hold or be working towards a NEBOSH certificate or similar • Experience of working with volunteers • Experience of writing Safe Working Procedures and Risk Assessments • Understanding of safeguarding practices • Understanding of H&S legislation and good practice • Understanding of the nature conservation sector and health and safety implications
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 • 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 • Commitment to equal opportunities and diversity • Ability to work flexibly • Full valid driving licence 	<ul style="list-style-type: none"> • Commitment to wildlife conservation & the work of the Trust

4. RECRUITMENT & SELECTION PROCESS

How to apply

A completed Application Form and Equal Opportunities Monitoring Form should be submitted by email by **9am on Monday 10 February 2020**. 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 **Monday 24 February 2020** 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.

On appointment, 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>.

5. ADVERT

Business Support Officer (Health & Safety) (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)

About the Trust

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 over 600 volunteers. We look after over 40 nature reserves and work with farmers and other landowners.

We offer flexible working as well as other benefits such as salary sacrifice schemes. We are based in the attractive setting of Verulamium Park on the outskirts of St Albans.

About the role

You will focus on coordinating health and safety across the Trust by providing advice, support and training to staff and volunteers. You will keep policy and procedures up to date with legislation and best practice, and encourage a culture of good health and safety practice. You will support our Health & Safety Committee and will be part of the Trust's Safeguarding team.

We require 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. You must be fully conversant with MS Office. Experience of working with volunteers would be an advantage. Ideally you will hold or be working towards a health and safety qualification such as NEBOSH or similar, or be willing and have the enthusiasm to do so.

The Wildlife Trust values diversity. We are committed to creating a Movement that recognises and truly values individual differences and identities. We actively encourage applications from people of all backgrounds and cultures.

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, Monday 10 February 2020

Interviews & Assessments:

Monday 24 February 2020

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.

Protecting **Wildlife** for the Future

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

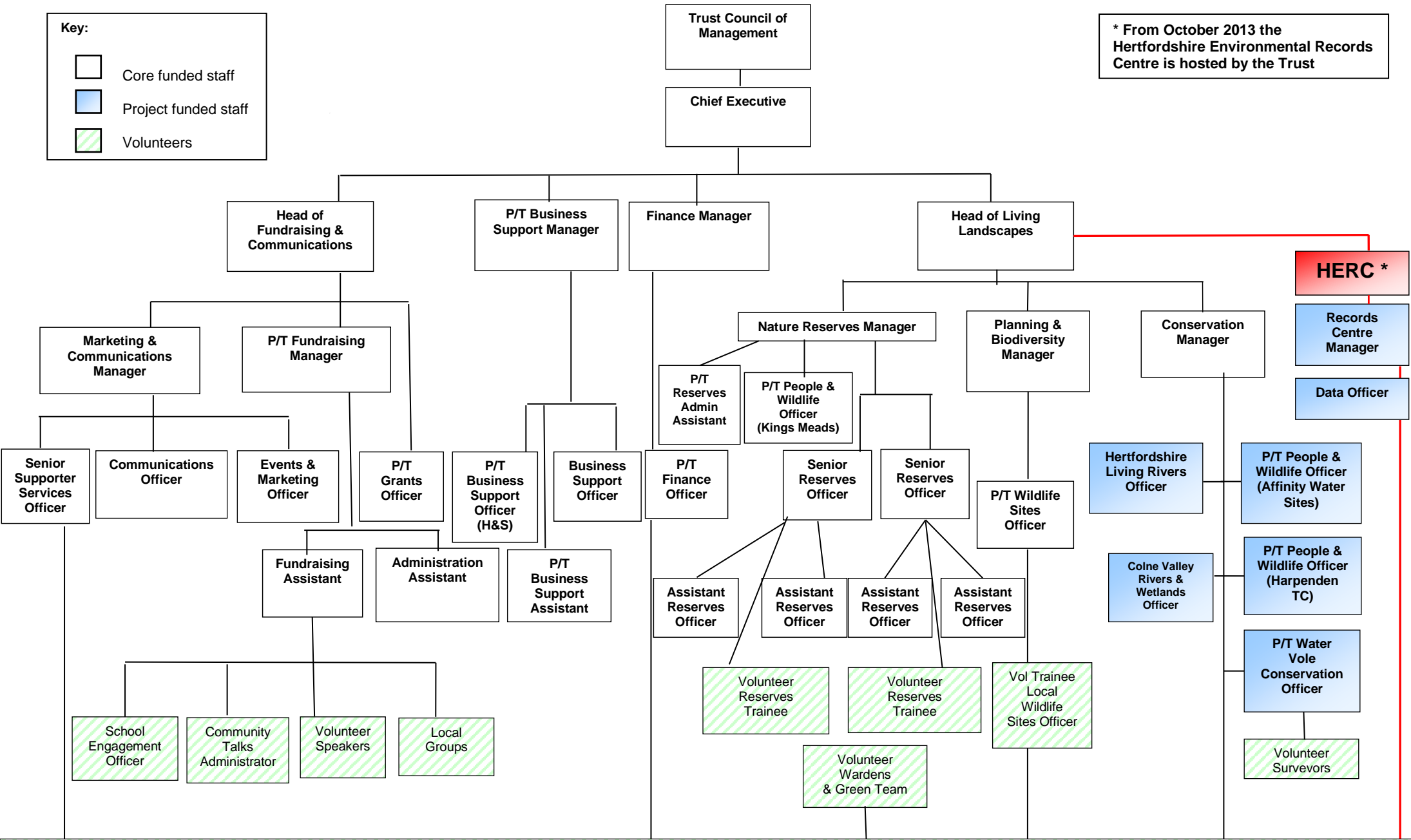
Herts & Middlesex Wildlife Trust's policies and procedures are contained in the Employee Handbook, which is available on appointment. These policies and procedures do not form part of your terms and conditions of employment, save for the Alcohol and Drugs Policy, Rights of Search Policy, Health and Safety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