



**Herts &  
Middlesex**  
Wildlife Trust



# Health, Safety & Wellbeing Officer

## Recruitment Pack

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Creating a **wilder** Hertfordshire and Middlesex



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Staff & Trustee Away Day 2025 © Lea Ellis



## 1 Message from the Chief Executive

Wildlife is in trouble. We need to reverse the trends in species and habitat decline and this is a crucial time to address the ecological and climate crisis. Are you the person we are looking for to play a key role in nature's recovery in Hertfordshire and Middlesex?

Our strategy for a wilder Hertfordshire and Middlesex is ambitious. We have set a target of 30% of land to be protected and managed for wildlife by 2030 and we want to be a catalyst for a step change in the number of people taking action for wildlife.

We are recruiting for a part-time Health, Safety and Wellbeing Officer. In this solution-focused role, you'll be part of the Trust's Business Support Team, promoting a positive health, safety and wellbeing culture across the organisation, and ensuring that the Trust's projects, facilities, sites and events are safe, compliant, and empowering for colleagues, volunteers and partners. The role requires a consultative, collaborative and pragmatic approach to finding solutions and appropriate measures to support the Trust's day to day activities, and ensure the organisation complies with its legal obligations.

We are looking for an approachable, organised team player, with a qualification in Health and Safety (or working towards achieving one). This individual will help us to build a culture where safety enables, not hinders, our work towards nature's recovery. You must be a compelling advocate for the work of the Trust.

If you feel you have the drive, knowledge and experience we need and want to work with people who care passionately about the future of wildlife, please do apply.

*Laura Burrows*

Laura Burrows  
Chief Executive



Water vole © Terry Whitaker/2020 Vision

## 2 About the role

<b>Title</b>	Health, Safety & Wellbeing Officer
<b>Reports to</b>	Head of Business Support
<b>Responsible for</b>	Volunteers
<b>Work base</b>	<p>The Trust's activities cover Hertfordshire and the London Boroughs of Barnet, Enfield, Harrow and Hillingdon.</p> <p>The Trust's offices are at Grebe House, St Albans, AL3 4SN</p> <p>The Trust supports flexible and hybrid working.</p>
<b>Hours</b>	<p>22.5 hours per week (0.6 FTE)</p> <p>Other options may be considered for the right candidate</p>
<b>Salary</b>	<p>£20,687 p.a. (£34,478 FTE SCP 29)</p> <p>Scale 29 - 34 plus contribution to pension auto-enrolment</p>
<b>Employment Term</b>	Permanent
<b>Job purpose</b>	<p>To promote a positive health, safety and wellbeing culture and be responsible for the provision of advice, guidance and support for staff and volunteers on all health, safety and wellbeing related matters, including the implementation and application of new and updated legislation, codes of practice, and safe working procedures. To ensure that health and safety effectively contributes to the Trust's strategic objectives, to embed best practice across the Trust's operations, and drive compliance, identifying improvements, and creating a safe, sustainable workplace.</p> <p>The role requires a consultative, collaborative and pragmatic approach to finding solutions and appropriate measures to support the Trust's day to day activities and improve standards.</p>

### Main responsibilities

1. Provide competent and professional health, safety and wellbeing advice, guidance and support to staff and volunteers.
2. Develop, review and implement health and safety policies and procedures.
3. Review and conduct regular risk assessments and safety audits to identify hazards, and ensure they are fully implemented.
4. Identify, develop and maintain a programme of health, safety and wellbeing training for staff and volunteers.

5. Review and investigate accidents, incidents and near misses, ensuring corrective actions are taken.
6. Be the staff lead for the Trust's Health and Safety Group.
7. Ensure that health and safety documentation is maintained to a high standard and records are kept up to date by staff and volunteers.
8. Oversee all health surveillance, and support the HR Manager on relevant occupational health referrals.
9. Be an active member of the Trust's Wellbeing Group, maintaining a Wellbeing Action Plan, and supporting managers to deliver on any identified actions.
10. Collaborate with the safeguarding leads on any welfare and safety concerns.
11. Working closely with the Facilities Manager, be responsible for all health and safety related facilities contracts and building compliance, including PAT testing, fire safety, asbestos management, legionella testing.
12. Ensure maintenance work follows safety standards and does not pose risks to employees or volunteers, and all contractors working for the Trust comply with health & safety regulations.
13. Lead specific projects relating to managing risk in accordance with health & safety legislation.
14. Support the planning of the Trusts' public events programme.
15. Oversee the register of health and safety related equipment, clothing, and first aid, and support managers to ensure supplies are kept up to date.
16. Provide timely and appropriate health, safety and wellbeing communications to all staff and volunteers, which includes the quarterly volunteer H&S bulletin.
17. Provide appropriate information to inform the risk profile of the organisation.
18. Help drive continuous improvement in Health, Safety and Wellbeing processes across the organisation.
19. Undertake other duties as reasonably 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.

	ESSENTIAL	DESIRABLE
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Aptitude for coaching staff and volunteers to encourage a culture of best practice</li> <li>• The ability to maintain confidentiality</li> <li>• A team player</li> <li>• Self-motivated and able to use own initiative</li> <li>• Excellent organisational skills and ability to prioritise workloads</li> <li>• Excellent problem-solving abilities</li> <li>• Confident communicator; particularly important to be able to communicate health and safety matters to staff and volunteers</li> <li>• Friendly and approachable</li> <li>• Pragmatic and collaborative</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm for wildlife and nature conservation</li> </ul>
<b>Experience, Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Qualification in Health and Safety (examples: NEBOSH certificate, IOSH Managing Safely, British Safety Council Level 6, City &amp; Guilds Level 5 (NVQ), NCRQ Level 6, ISO45001) or significant hands-on experience in Health and Safety and working towards achieving a qualification</li> <li>• Previous experience in a Health &amp; Safety role (minimum 1-2 years)</li> <li>• An understanding of administrative/office processes</li> <li>• Solid understanding of H&amp;S legislation and best practice</li> <li>• Experience of writing Safe Working Procedures and Risk Assessments</li> <li>• Knowledge and experience of providing health and safety advice</li> <li>• Confident to deal with and advise on complex or tough H&amp;S issues</li> <li>• Experience of budgetary management.</li> <li>• Competent IT skills, including a high standard across the MS Office suite of applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Chartered Membership of IOSH (or working towards)</li> <li>• First Aid at Work, Fire Safety, Working at Height, Mental Health First Aid</li> <li>• Experience of working with volunteers</li> <li>• Understanding of the nature conservation sector and health and safety implications</li> <li>• Experience of working in the charity sector</li> </ul>

## Conditions

- A commitment to Equality, Diversity and Inclusion and to the Trust's values.
- The role may involve occasional weekend or evening work, for example meeting with volunteers or contractors.
- Attendance at the Trust's office, at face-to-face meetings and on site as agreed and as required by the role. A minimum of 1 day in the office is required, dependent on agreed working hours.
- Occasional travel to events, and national or regional meetings and conferences.
- A full and valid driving licence and access to a vehicle for work, with business insurance (reasonable expenses paid).
- The Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.
- The Trust operates a 37.5 hour week. Overtime is not available, but flexible working is encouraged and when applicable, time off in lieu may be taken for authorised additional time.
- A probationary period of 6 months applies.

## How do we support you?

The Trust strives to be a positive employer supporting our staff through flexible and hybrid working, and training and development. We recognise the importance of our staff team and looking after their health and wellbeing. Our values and expected behaviours reflect the culture which the Trust seeks to maintain to ensure productive, efficient, effective and pleasant workplaces and roles.

In support of this, we offer an excellent benefits package, ranging from office perks, generous leave entitlements and financial benefits. You can find out more here -

<https://www.hertswildlifetrust.org.uk/jobs/benefits>

## 3 Recruitment and selection process

### How to apply

First, read through the job description and requirements of the role.

If you have any specific questions relating to the role, or if you are excited by this opportunity but you don't meet every single requirement, then please do get in touch. You might be the person who could have the biggest impact and we are committed to supporting professional development.

Should you need any adjustments to the recruitment process, either at application or interview, please contact us.

If you would like an informal discussion about this opportunity or have any specific questions, you can arrange a call with Becky Vernon-Clinch (Head of Business Support), by emailing [recruitment@hmwt.org](mailto:recruitment@hmwt.org).

When you are ready, please send us a copy of your up-to-date CV and a supporting statement (max 2 sides of A4), outlining your interest in the role and how you meet the role's criteria (by referring to the personal qualities, experience, knowledge & skills in section 2 about the role) to [recruitment@hmwt.org](mailto:recruitment@hmwt.org).

The application deadline is **9am on Wednesday 3 September**.

All applicants will be sent a request to complete a voluntary, anonymous equal opportunities form online.

### Selection Process

We will be contacting shortlisted candidates by close of play **Thursday 11 September**.

Shortlisted candidates will be invited to an interview in person on **Thursday 18 September** at our offices in St Albans.

We try to get back to everyone, but this isn't always possible, so if you have not heard from us within a week after the application deadline, unfortunately it will mean that your application was unsuccessful on this occasion. Keep checking back on our jobs page though as we often have new opportunities.

An offer of employment made by Herts and Middlesex Wildlife Trust is subject to:

- A satisfactory DBS check at the appropriate level (if the role is eligible)
- Satisfactory written references
- Satisfactory explanations of any gaps in employment history



- Relevant qualification certificates to verify information provided (if applicable)
- Proof of identity and confirmation of the Right to Work in the UK
- Details of any unspent criminal convictions, enabling the Trust to carry out a risk assessment, understand the implications of the conviction and the suitability of the candidate
- A pre-employment medical assessment to ensure we make any necessary adjustments for you and to confirm suitability for the role

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 - [hertswildlifetrust.org.uk/policies](https://hertswildlifetrust.org.uk/policies).



Surveying © Matthew R Roberts

## 4 About Herts and Middlesex Wildlife Trust

Formed in 1964, Herts and Middlesex Wildlife Trust is a local nature conservation charity which strives to stand up for wildlife and play a leading role in nature's recovery. We are part of the national federation of Wildlife Trusts which cover the whole of the UK and we work closely with our Wildlife Trust colleagues to raise awareness of and deliver landscape-scale conservation.

Our office is based in the beautiful Verulamium Park on the edge of St Albans city.

We have around 50 members of staff, made up of full time and part time roles; all enthusiastic, friendly and committed to making a difference. Some roles including the Finance Team and Business Support Team are primarily desk-based. Our Nature Recovery Team and Development Team colleagues spend more time away from the office, managing our nature reserves, advising on land management and delivering community engagement.

We encourage all the members of the team to get involved in Trust-wide activities, such as our public events and the AGM, and visiting nature reserves. We regularly get together as the full staff team to hear about new projects, recent wildlife discoveries and community groups we are working with.

There is great contrast within Hertfordshire and the four Middlesex boroughs we cover, from urban areas to quiet agricultural landscapes. We have a wide variety of habitats from flower-rich grasslands and ancient woodlands, to our internationally important chalk streams. In our nature reserves and the wider countryside, we have nationally rare species such as water voles and black necked-grebe. Protecting existing places which are important for wildlife and seeking to connect these sites is vital. Our area faces the combined challenges of climate change and biodiversity loss, as well as high levels of new housing and transport infrastructure.

The Trust's Strategy 2030 sets out our vision and goals. We want to see more space for nature and more people standing up for wildlife and taking action. It is also important that nature is recognised as playing a central role in helping to address issues such as climate change and health and wellbeing. An objective shared by all the Wildlife Trusts is to achieve 30% of land managed and protected for wildlife by 2030.

Working at the heart of communities across our area, we have 23,000 members who support us financially, and over 1000 volunteers. Our board of 12 Trustees are drawn from a variety of backgrounds, from business to local government and the charitable sector.

We run a variety of partnership projects which aim to inspire the local community and be the catalyst for action. Inspiring people to take action for wildlife through events, communications, project work and advocacy work is core to the Trust and aims to help us to achieve the step change needed to give wildlife and wild spaces a more positive future.

We manage over 40 nature reserves which cover habitats including ancient woodland, lowland meadows, heathland, wetlands and lakes. They are managed to maximise their value for wildlife and to be welcoming places for visitors. We also provide advice to landowners such as schools, golf courses, local authorities and farmers on action they can take for wildlife.

The Trust hosts the Herts Environmental Records Centre and in 2020 we published the Herts State of Nature report. This analysed changes to species and habitats over the last 50 years and identified priorities for conservation action in our area. This research underpins the work of the Trust and we use it to inform the work of others, such as the upcoming Local Nature Recovery Strategy.

Our planning advisors alongside the Records Centre play a vital role in informing the planning agenda, commenting on planning applications, local plans and major infrastructure to ensure that the ecological implications of new housing and infrastructure proposals are fully considered. We are playing a leading role in advising local authorities to understand and implement biodiversity net gain.

## **Our strategy**

We believe that wildlife should be able to thrive alongside our everyday lives and that everyone benefits from having access to nature. If we work together as a community, nature will recover and we will create a greener, sustainable and wilder future.

This is a pivotal time and we must all take action for wildlife before it is too late. Based on the findings of the Trust's seminal report *Hertfordshire State of Nature*, published in 2020, we have created a strategy for nature's recovery across Hertfordshire and Middlesex, underpinned by three goals:

- More land in Hertfordshire and Middlesex is managed and protected for nature
- More people are standing up for wildlife and taking action for nature's recovery
- Nature plays a central and valued role in helping to address climate issues and people's health and wellbeing

## **Our values**

We are passionate about standing up for wildlife and offer leadership in wildlife conservation in Herts & Middlesex. We do this by being:

- Driven to inspire and support others to take action for wildlife
- Forward looking with ambition and innovation
- Collaborative and partnership minded
- Delivery and solution focused
- Lead by science



## Our culture

We are a welcoming organisation which encourages professionalism and consideration of others. We expect all our team members to strive to be:

- A positive member of the team
- Open to new ideas and ways of working
- Aware of self and others
- A great representative of the Trust
- Demonstrate good organisation and planning
- Strive to communicate well
- Demonstrate trust and integrity

To find out more about our work, please visit our website [hertswildlifetrust.org.uk](http://hertswildlifetrust.org.uk).

To view the Wildlife Trusts national website visit [wildlifetrusts.org](http://wildlifetrusts.org).



Festival of Wildlife © Josh Kubale



**Herts &  
Middlesex**  
Wildlife Trust



*“We have the choice of a better – and wilder – future. A future where wildlife thrives alongside people. A future where nature helps us in the fight against climate change.*

***The time is now to create a wilder future.”***

**Sir David Attenborough**  
President Emeritus, The Wildlife  
Trusts