



Job Description

Health & Safety Manager

Reports to:	Finance & Operations Director/COO
Responsible for:	<ul style="list-style-type: none">• Maintaining the H&S function of the organisation.• Ensuring H&S policies and guidance are effective, understood and adhered to.• Ensuring high standards of H&S practice keep our staff and volunteers safe.• Championing a positive H&S culture.
Location:	This is a hybrid role predominantly from home, with at least two days per month in the office as well as site visits.

About us

We are the South East Rivers Trust (SERT), the river restoration charity for the South East of England. Our vision is that rivers across the South East are clean, healthy and rich in biodiversity. Our mission is to restore and protect rivers and their catchments against multiple threats and a dramatically changing climate. We do this by:

- delivering evidence-based and nature-based solutions on land and in rivers;
- inspiring and empowering more people to protect rivers for the future.

Working at SERT is rewarding, fulfilling and busy. We work collaboratively and with passion, and this is reflected in our core values of: delivering high quality work, using expertise and scientific understanding, building good and effective relationships, and bringing positive energy to all we do. With rivers and catchments needing serious action to survive, our aims are growth and impact – so you'll be comfortable with challenges and excited by change. If this sounds like an environment that you would thrive in, we would love to hear from you. www.southeastriverstrust.org

The role

This new role will lead the development and improvement of our health and safety (H&S) policies and practice, as well as identifying any gaps in our current systems and designing solutions to overcome them. Working in and around water and land with a wide range of people, we already take H&S seriously, but we are committed to bringing a greater level of support and consistency to our approach. Whether we're working with chainsaws, on construction sites, working with volunteers and children, or ensuring safe working practice at home and in the office we want the training, understanding and confidence in all areas that will enable a truly positive H&S culture to thrive in our organisation.

You will use your experience and knowledge to audit our current practice and identify and lead improvements to it at an organisational level. This will include working closely with staff in all teams to understand ways of working and the specific areas of risk and opportunity that need to be addressed. You will advise and support the Finance and Operations team with ensuring mandatory training is sourced, rolled out and tracked across the organisation, and you will help identify, source and deliver other role-specific training.

You will be responsible for ensuring policy and best practice are adhered to and will manage day-to-day issues such as Risk Assessment Method Statements, investigation of H&S incidents and near-accidents, and reporting. In addition you will be able to support areas of development such as securing health and safety accreditation that would enable us to work with a wider range of partners.

You will have the ability to inspire confidence in others, engage staff in the importance of H&S and to be authoritative in your area of expertise and the expectation of adherence to H&S rules. You will report to the COO and work closely with the HR Manager, CEO and Management Team as well as providing training and support on H&S at all levels in the organisation. You will be further supported by the Rivers Trust movement’s Community of Practice for Health & Safety (a peer group of RT staff who directly or indirectly work in H&S) as well as maintaining your own expert network. You will be expected, and will be supported, to ensure your own knowledge and qualifications are up to date and developed.

Key duties & responsibilities

- 1. Review and oversee H&S practice, policy, systems and guidance.** Ensure compliance with H&S regulations and standards. Identify opportunities to improve and implement as appropriate. Integrate safety and well-being practices into all operations and provide expert advice and support.
- 2. Assess and approve RAMS, and provide general H&S advice, for projects and all relevant work activities and facilities.** Including but not limited to: volunteering activities, working with children, restoration work, site visits, hybrid working, office and storage facilities. Develop and implement risk mitigation strategies.
- 3. Manage and investigate incidents.** Ensuring accurate logging and reporting; advising on (or directly implementing) changes, corrective action and improvements as required.
- 4. Provide training and development in H&S where appropriate.** Deliver induction and other training in areas of H&S and identify quality third party providers as needed. Champion H&S across the organisation.

Person specification

Please keep this person specification in mind, as well as the Trust’s core values when completing your application. Knowledge, experience, skills, and attitudes will be assessed through both the application process and at interview.

Requirements	Essential	Desirable
Training and Experience		
Experience in managing health and safety ideally for a similar organisation (working outdoors, from an office, diverse range of activities, construction).	X	
Relevant professional qualification: NEBOSH or similar.	X	
Strong knowledge of health and safety legislation, accreditation schemes and best practice.	X	

Experience of working in a project-led organisation.		X
Experience of delivering health and safety training and advice to a range of different people with varying levels of experience and understanding.	X	
Experience of senior level reporting on health and safety issues.		X
A strong understanding and awareness of various systems and software supporting health and safety in the workplace.	X	
Working knowledge of Construction Design and Management (CDM) regulations/duties and other health and safety legislation.		X
Experience and knowledge of specific health and safety issues relating to the aquatic environment.		X
A good understanding of the challenges of working in the NGO sector and/or a growing organisation.		X
Skills & Personal Attributes		
Comfortable and confident advising people who work in and around water, and in a range of environments.	X	
Excellent organisational skills; able to plan, prioritise and be accountable for own work.	X	
Competent and proficient at report writing, whilst being able to provide support and constructive feedback to others.	X	
Proficient IT skills, particularly MS Office suite.		X
Strong communication skills and the ability to engage a range of people.	X	
Miscellaneous		
Commitment to supporting equity, diversity and inclusivity.	X	
Full driving licence and access to private vehicle for work use.		X
Ability to work occasional evenings and weekend if required.	X	