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| **Volunteer Role Description** | |
| **Role Title:** | **Independent Volunteer Health & Safety Advisor,**  **Governance Committee** |
| **Location of Role** | The Diocesan Offices are at 4 Cutler Street, Ipswich IP1 1UQ and there may be the need to travel occasionally within the diocese. |
| **Role Summary** | **PURPOSE**  To act as the independent Health and Safety Advisor within the Governance Committee within the Diocesan Board of Finance. The purpose is to provide advice to the Governance Committee and support the promotion of health and safety within the workplace, creating and implementing up to date Health and Safety Policies. The Health and Safety Advisor role will be initially appointed for 3 years with a time commitment of 5-7 days per annum.  **KEY CONNECTIONS**   * The Chair of the Governance Committee * Diocesan Secretary * Head of Property * Members of the Committee and Senior Staff |
| **Volunteer Manager** | Diocesan Secretary/Chair of Governance Committee |

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| **Duties and Responsibilities** |
| **KEY TASKS**   1. To attend quarterly Governance Committee meetings 2. To advise on Health and Safety within the workplace when specific cases arise and carry out investigations for accidents or incidents 3. To work with the Head of Property to create and implement up to date Health and Safety Policies and review risk assessments 4. To assist with training and development of employees 5. Other occasional duties in support of the Chair of the Governance Committee from time to time and as negotiated. |

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| **DBS Check Applicable:** The appointment is subject to an enhanced DBS check |

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| **Days and Hours**  *(Please indicate times availability required* |
| Minimum of 5 days per year, Maximum of 7 days per year. Term of Office – 3 years  Use of own personal transport and insurance for business use. Expenses for mileage will be met by the diocese. |

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| **Person Specification:** | | | | | |
| **Attributes** | | **Essential Criteria** | | **Desirable Criteria** | |
| **Skills & Abilities** | | * Ability to interpret health and safety legislation and transfer into work place situations. * Ability to train and develop employees in aspects of health and safety | |  | |
| **Knowledge & Experience** | | * Health and Safety Qualification, eg   NEBOSH General Certificate or the National Compliance & Risk Qualification (NCRQ) Level 6  Diploma in Applied Health and Safety   * Experience of providing health and safety advice. * Experience of carrying out health and safety tasks, eg accident investigations, risk assessments * Experience of writing health and safety policies | | * Training qualification * Health and Safety Consultancy * Training Experience * Understanding of the Church of England | |
| **Attitudes & Values** | | * Good communicator, with the ability to get on with people. * Organised and methodical * Pragmatic and problem solving skills | |  | |

**Application packs available from:** Diocese of St Edmundsbury & Ipswich Website [Vacancies - Diocese of St Edmundsbury and Ipswich (cofesuffolk.org)](https://www.cofesuffolk.org/about-us/vacancies)

**Please note:** Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

**Applications marked ‘Confidential Application’ to be sent to:**

[email - HR@cofesuffolk.org](mailto:email%20-%20HR@cofesuffolk.org) or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

**Closing Date for Applications:** 30th June 2023

**Interview Date:** 18th July 2023