

**JOB VACANCY**

**Job Title:** Office and Health & Safety Executive

**Location:** Central London / Home based

**Reporting to:** Head of Internal Operations

Seafarers UK provides vital support to seafarers in need and their families by giving grants to organisations and projects that can make a real impact to their lives. We facilitate change and improvement to those who have a passion and genuine connection to our cause.

We have a long, proud of history of doing this, and in 2017, we celebrated our Centenary; and whilst we have a strong heritage, we now need to focus on the future. As we move to new ways of working and a key part of this role will be reviewing and implementing innovative new systems to streamline processes.

This is an exciting and diverse role, we are looking for an all rounder with energy and initiative to effectively manage the office operations. You will be encouraged to identify and work on new operational projects that will enhance the organisation.

**Primary purpose:**

To support the Head of Internal Operations in order to ensure the effective and efficient operation of the office of Seafarers UK,. In particular, by being the central point of contact for H&S and facilities management, additionally to provide internal operational support as required.

**Main responsibilities:**

**Principle Office Tasks: Management and General Operations Support**

1. Working with the Head of Internal Operations to ensure that all teams have the operational support they need to do their jobs effectively
2. Support the Head of Internal Operations with contract management, supplier reviews and insurance renewals
3. Manage the day-to-day running of the office provide a welcoming environment for external visitors, including managing incoming enquiries from the public, arranging meeting requirements for board meetings.,
4. Act as the Seafarers UK Archivist, establish a system for the maintenance of a regular archive of all relevant future documentation for retention, protection, retrieval, transfer, and disposal of records.
5. Prepare and update welcome packs for new members of staff and carry out induction briefings on Health and Safety and Office procedures.
6. Assist the Head of Internal Operations in the maintenance and update of Seafarers UK’s Staff Handbook and HR procedures and policies.
7. Implement procedural and policy changes to improve operational efficiency
8. Ensure the security of the office, and strategically plan the maintenance and facilitate repairs to the building in order to minimise BAU disruption
9. Work with the HOIO on Budget Management - Assessing and forecasting financial expenditure.
10. Communicate with managing agents in respect rented property, ensuring compliance with Health and Safety legislation and that all necessary maintenance and repairs are carried out in a timely, efficient and cost effective manner.

**Principle Tasks: Health and Safety**

1. Overall responsibility and compliance of the Charity’s H&S, promoting a positive health and safety culture.
2. Be a First Aid Officer and Fire Officer
3. Keep up to date with changes in current legislation and implement such changes where relevant. With the guidance from H&S support company, Bring to the attention of the Leadership Team any relevant new legislation.
4. Establish procedures associated with health and safety training needs for staff
5. Conduct risk assessments as required and review at regular intervals
6. Carrying out regular site inspections to ensure compliance across the charity is being adhered to. And prepare for annual external inspection.
7. Identify opportunities for continuous safety improvement within the Charity and assist the Senior Leadership Team in their implementation

 **Principal Tasks: IT**

1. Be a point of contact for IT support company
2. Have IT awareness to undertake basic tasks such as swapping hardware and reporting faults.
3. Maintain inventory of installed software, hardware, manage software licensing and follow proper procedures for the disposal of electronic assets.
4. With the assistance of HOIO implement working practices and security protocol with the IT provider.
5. Working with the HOIO and service providers ensure Cyber Security is constantly maintained and staff are up to date and trained.
6. Participate in hardware and software evaluations/reviews and recommend purchases
7. Ensure backup system and disaster recovery procedures are followed and maintained.

**Skills and experience**

**Essential to the role is:**

* Experience in contract management
* Ability to build and maintain strong working relationships with 3rd parties and staff..
* Understanding of up to date Health and Safety legislation and polices
* Previous Administrative support experience
* Excellent communication skills, both verbal and written
* Good computer literacy,
* Strong organisational skills and attention to detail
* Personal initiative and self-motivation
* Supportive of colleagues and work able to work collaboratively
* Have integrity in all your undertakings

**Desirable**

* First Aid qualification
* IOSH Managing Health & Safety qualification
* Fire Safety Training
* Understanding of the Charity sector
* Understanding of GDPR regulations

**Additional information:**

* Starting Date –
* Hours of Work – 34.5 hours pw
* Leave Allowance – 30 days
* Group Pension Scheme
* Group Health Care Provision

**Application**

* The closing date for applications for this post is Wednesday 6 January and interviews will be held via video conference during the week commencing Monday 11 January.2021.
* CVs should be submitted via email to: Cheryl.Gallop@seafarers.uk accompanied by a covering letter (A4, 1 side) outlining why you feel you fulfil the requirements of the job.
* Those called for interview will be expected to provide their current valid passport with them in order that the right of an individual to reside and work in the UK can be verified prior to any offer of employment being made.

**Seafarers UK will only use the personal information provided in order to process the application in accordance with the Data Protection Act 8. Seafarers UK is committed to the principle of equal opportunity in employment; the objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.**