
Job Description

Health and Safety Manager

1-year Fixed-Term contract

Location:	446 Fulham Road, London SW6 1DT, but required to visit other Stoll developments and properties.
Job type:	Full-time [Monday to Friday - 9am to 5pm]
Responsible to:	Director of Governance and Improvement
Direct Reports:	None
Salary:	£47,726.51 per year, plus benefits

About Stoll:

The Stoll Foundation is a leading provider of supported housing for vulnerable and disabled veterans in the UK. With a proud legacy of service, we are committed to delivering safe, high-quality homes and support that enables independence, dignity, and wellbeing for those who have served their country.

The Role:

The Health and Safety Manager will take a lead role in strengthening the organisation's health and safety framework, ensuring compliance with all relevant HSE legislation and RSH expectations. The role will involve developing and embedding a proportionate HSMS, managing the rollout of a new digital health and safety portal, and fostering a culture of safety and accountability across the organisation.

Key Responsibilities:

Health and Safety Management System (HSMS) Implementation

- Develop, and implement a comprehensive HSMS tailored to the scale and operations of the association.
- Review and enhance existing health and safety policies, risk assessments, and procedures.

- Establish effective monitoring, reporting, and assurance processes to demonstrate compliance with legal and regulatory standards.
- Ensure the HSMS supports compliance with the **RSH Home Standard**, including obligations related to building safety, gas, electrical, fire, water, asbestos, and lift safety.

Regulatory Compliance and Assurance

- Ensure systems and reporting align with RSH requirements and best practice guidance.
- Work with senior management and the Board to ensure compliance with the **Home Standard** and **Governance and Financial Viability Standard**.
- Prepare and present reports, performance metrics, and compliance evidence for Board and Audit Committee meetings.
- Support readiness for any regulatory engagement, audits, or inspections.

Collaboration with Third-Party Provider

- Act as the main liaison with the external Health and Safety Portal provider.
- Lead on system configuration, data migration, testing, and go-live processes.
- Oversee user training and ensure the portal becomes embedded in day-to-day operations.
- Ensure the system supports ongoing compliance monitoring and reporting requirements.

Training, Culture, and Continuous Improvement

- Deliver engaging training sessions and workshops for staff, contractors, and managers.
- Promote a proactive and positive health and safety culture across the organisation.
- Support managers to embed safe systems of work and ensure accountability for health and safety compliance.
- Identify and implement opportunities for continuous improvement in safety management.

Incident Management and Reporting

- Lead or support investigations into health and safety incidents, near misses, or compliance breaches.

- Ensure lessons learned are captured, shared, and embedded.
- Maintain accurate incident records and produce regular trend and risk reports.

Financial management and control

- Work with the Director of Governance to set budgets and manage services within agreed budgets, ensuring that expenditure is minimised.

IT, record keeping, data management

- Ensure tenant/service user files, reports and other written documents are accurate, kept up to date, and that service users' and staff's confidentiality is maintained at all times.
- Work with the Director of Governance to ensure that appropriate IT systems are in place for the use of all staff in the teams.

Quality and regulatory compliance

- Support the process of setting performance targets and objectives for the departments and undertake regular review through Delivery Plans and staff/day-to-day management.
- Understand the legal framework in which Stoll provides housing and support to tenants.
- Work in accordance with the requirements of any regulatory body under which Stoll operates in respect of the provision of housing services.
- Continuously look to improve the quality of services, responding positively to customer feedback and complaints

Equality and diversity

- Manage and maintain services in accordance with the principles and practice of equality and diversity, taking account of individual needs and requirements.

Other

- Carry out any other duties as required by the Director of Governance commensurate with this role.

Person specifications:

Essential:

- IOSH Managing Safely (or equivalent).
- Proven experience implementing or managing a Health and Safety Management System, ideally within housing, property management, or a similar regulated environment.
- Strong understanding of UK health and safety legislation and compliance frameworks.
- Experience of working to meet the Regulator of Social Housing standards or equivalent regulatory frameworks.
- Excellent communication, project management, and stakeholder engagement skills.
- Ability to work independently within a small organisation and deliver practical, proportionate solutions.

Desirable:

- Experience implementing or managing a digital health and safety portal or compliance management system.
- Knowledge of housing asset compliance areas (gas, fire, electrical, asbestos, water hygiene, lifts, etc.).
- Experience working in or with a registered housing provider.

Core Competencies

Customer focus

- A passion to support vulnerable Veterans
- Understands the challenges faced by ex-Service men and women
- Provides excellent service delivery to both internal and external customers, responding promptly and effectively at all times

Communication

- Communicates information clearly and concisely, both orally and in writing, with a wide range of audiences both formal and informal
- Informs colleagues of successes, challenges and developments

Team working

- Works well with Colleagues, Trustees, Residents and external stakeholders
- Applies the spirit of “mucking in”, helping colleagues when needed

Support of Equality and Diversity

- Treats all people with respect
- Upholds Stoll’s equality and diversity standards and promotes individuality, equality and community at all times

Delivers a High Quality of Work

- Produces accurate, thorough, and professional work
- Plans and manages own workload, working flexibly to meet changing work priorities and demands
- Maintains excellent timekeeping standards, managing appointments and meetings effectively and planning well in advance
- Delivers tasks set through planning and supervision
- Takes responsibility for own work, including errors
- Utilises Stoll IT systems to manage emails, calendars and data effectively

Commitment to Health & Safety

- Understands how to work safely
- Understands how to respond to a safeguarding incident and reacts accordingly
- Manages their own health and wellbeing, recognising when to ask for extra support

Management & Leadership Competencies

Quality and regulatory compliance

- Support the process of setting performance targets and objectives for the Housing Department and undertaking regular review through Delivery Plans and staff/day-to-day management.
- Understand the legal framework in which Stoll provides housing and support to tenants.
- Work in accordance with the requirements of any regulatory body under which Stoll operates in respect of the provision of housing services.
- Continuously look to improve the quality of services, responding positively to customer feedback and complaints

Leadership

- Inspires others, developing and sustaining motivation and pride in our work
- Delegates work appropriately and look to empower colleagues at given opportunities
- Communicates effectively in a manner which involves colleagues
- Follows policy and procedures and encourages others to do so

Managing Performance

- Sets and reviews clear, challenging and achievable objectives with both teams and individuals
- Recognises areas of concern and identifies and delivers solutions
- Applies Stoll's HR Policies & Procedures effectively

Managing Resources

- Identifies needed resources and contributes to the process of trying to secure them
- Manages costs and resources effectively

Managing Change & Quality

- Leads the process of planning change and new projects in a manner which is clear and accessible – and follows those plans