JON HAWKINS SURRY HILLS PHOTOGRAPHY

**Safety & Compliance Officer**

**Be part of a Wilder Future**

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***Closing date: 9am Wednesday 23rd April 2025***

***Interview date: week commencing Monday 28th April 2025***

Please submit your completed application to [jobs@staffs-wildlife.org.uk](mailto:jobs@staffs-wildlife.org.uk) before the closing date.

**Join Our Movement**

We are the county’s leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. Our climate is in crisis and nature needs our help, but together we can make a difference.

**Our 50-year vision is for a thriving county with wildlife at its heart, which everyone enjoys, values and wants to play their part in protecting and improving.**

**Our mission is to ensure that:**

We protect and enhance the wildlife and wild places of Staffordshire and promote understanding, enjoyment and involvement in the natural world.

Working for Staffordshire Wildlife Trust, in any role, means you are part of our ambition to halt and reverse natures decline in Staffordshire and across the UK, and to get more people to take meaningful action for wildlife. Whether you work in IT, in our cafes, or out on our nature reserves you will be working with colleagues towards the common purpose of a county richer in wildlife.

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**Working for Us**

At Staffordshire Wildlife Trust we don’t just offer jobs – we offer careers. For our people, being part of the effort to address the climate and nature crisis makes working for us truly meaningful and rewarding.

As well as investing in our mission, we invest in our people and culture. We’re committed to creating an engaging, supportive and inclusive workplace for all and providing opportunities for development, training and growth. We also provide a range of benefits such as flexible working, an employee assistance programme and a wellbeing allowance.

Your journey in the Trust starts with your induction. Whatever role you're here to do, we'll explain what to expect, show you where to go, and make sure you understand your new environment before you get going.

You’ll get chance to see what others in your teams, and across the Trust are doing through job shadowing and team working. We have 45 other Wildlife Trusts, working passionately just like us, whose knowledge and experience you can also draw from.

**Learning and Development**

One size doesn’t fit all, we will work with you to identify where you and the organisation want to grow and develop and put together a personal plan that works for you, whether that’s on-the-job training, flexible e-learning, or one-to-one support.

If we need you to hold a qualification for your role, from either a legal or professional point of view, we’ll cover the cost of your membership fee where needed as part of your continuous professional development.

We believe work-life balance is important. We work 35 hours a week, and we believe a good work life balance makes for happier, healthier employees. We support flexible working wherever possible, and we are currently trialling a hybrid working model.

**We have a range of benefits that support you when working for us:**

* 10% Non-contributory Pension
* Employee Assistance Programmes
* Life Assurance (4 x salary)
* Salary Sacrifice schemes for cycle to work and Electric vehicles
* 25 Days basic holiday allowance (rising to 30 days after 10 years’ service), plus bank holidays, and extra Christmas leave (pro rata).
* 15% discount in our cafes
* PPE and uniform provided as required.

**What We Stand For**

TERRY WHITTAKER 2020/VISION

**We are:**

**Resourceful:** Making best use of what we have, and always alive to opportunities to do things better and more efficiently

**Passionate:** Making the case for valuing and protecting wildlife

**Pioneering:** Using new and innovative ways to achieve our vision helping us led by example

**Evidence** **Based:** Making our case on scientific-face and interpretation

**Welcoming:** Giving our members, our supporters, and the wider public the best service possible

**Professional:** Striving to be the best we can be in all that we do, seeking continuous improvement and benchmarking our performance

**Collaborative:** Working in partnerships between staff, volunteers, members, communities, landowners, businesses and many others to achieve our vision

**Safeguarding**

Staffordshire Wildlife Trust are committed to keeping children and young people safe, you can see our policy here:  <https://www.staffs-wildlife.org.uk/our-policies>

Safeguarding and protecting our visitors, customers, members, staff and volunteers is the responsibility of every trustee, employee, and volunteer at Staffordshire Wildlife Trust.

Our commitment to safeguarding starts at the very beginning. All recruiting managers complete Safer Recruitment training to enable them to follow best practice when recruiting.

On joining all staff are required to complete safeguarding training for children, young people and adults at risk.

Some roles require a successful DBS check before they can carry out their roles.

Our safeguarding team is committed to ensuring that our safeguarding policies and procedures are adhered to.

**EDI – We’re wild about inclusion!**

We aim to put equality, diversity and inclusion at the heart of Staffordshire Wildlife Trust to ensure that everyone can experience the joy of wildlife in their daily lives.

We’re Wild About Inclusion! To us, this means inspiring, empowering, and engaging people from all backgrounds, cultures, identities, and abilities, to change the natural world for the better. It means creating workspaces where difference is celebrated, everyone can be themselves and flourish, just like nature.

We aim to better understand and address the inequalities experienced by many communities in accessing and connecting with nature. This includes recognising that the conservation sector is one of the least diverse professions in the UK and that access to careers and educational opportunities needs to be significantly improved. We believe being Wild About Inclusion is critical to the future of The Trust, the health and wellbeing of our communities and to wildlife.

**The Basics**

**Job Title:**  **Safety and Compliance Officer**

**Contract Type: Permanent**

**Hours:**  **21 per week**

**Pay**  **£****23,242.74 - £25,158.30 (pro rata) dependent on experience**

**Work Location: The Wolseley Centre, ST17 0WT**

**Who We’re Looking For**

A confident and experienced Safety and Compliance expert to ensure the smooth running and administration for the Health and Safety function of the Trust. To review and update all policies and procedures, including the staff handbook and to maintain all health and safety, safeguarding and GDPR databases and reporting procedures. This is a central role to the whole Trust and will involve developing good working relationships with staff as well as volunteers & Trustees.

Ideally you will be NEBOSH qualified (or working towards) and have a comprehensive knowledge of H&S and an expert in updating databases and spreadsheets. You will have a good eye for detail and proficient in the use of excel for creating graphs/pivot tables/charts.

You must also have a good understanding of Safeguarding and data security to assist the Safeguarding Leads and Data Protection Officer with support and guidance plus producing monthly reports for the Senior Leadership Team and Board.

**What you will Deliver**

* Be the prime Compliance Officer for the Trust ensuring that all legislation is followed, and all documentation is completed in a timely manner. This will include producing a new H&S Policy and relevant procedures, plus monthly reports to the Senior Leadership Team and the Board.
* Working across all departments in the Trust and its subsidiaries, to support the Head of Department by providing support and guidance for all Health & Safety matters, including dealing with insurance claims, risk assessments, first aid requirements and training, whilst providing a confidential service, which adheres to the relevant health & safety legislation.
* Experienced in writing and managing policies and procedures.
* Confident user of Microsoft 365 and data management systems.
* Ensure an accurate record of driving licence checks is maintained for insurance purposes.
* Keen eye for detail and experience of excel and updating databases, creating reports, graphs and pivot tables/charts for analytical purposes.
* Responsible for creating and updating the relevant pages on our intranet on Sharepoint.
* Provide support and guidance to the Safeguarding Leads and Data Protection Officer plus producing newsletters, dealing with any compliance issues, data sharing agreements and producing monthly reports for the Senior Leadership Team and Board.
* Some occasional admin support to the rest of Senior Leadership Team.
* Raise awareness of the work of Staffordshire Wildlife Trust and be an ambassador for the Charity
* All staff should recognise the contribution that membership makes towards the running of the organisation. The postholder is therefore expected to understand the need for high standards of service to existing members and recognise their role in contributing towards ongoing membership recruitment
* For the organisation to work effectively you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties, appropriate to the post, as delegated by your line manager.
* All staff are required to abide by organisational policies and procedures.

**What we’re looking for**

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| **Personal Qualities** | |
| **Passionate and Energetic** | You will believe in our core purpose and be passionate about tackling the nature and climate crisis and understanding the part we play. |
| **Team focused and supportive** | You will encourage, excite and support everyone to achieve their best potential thereby resulting in continuous improvement. |
| **Ambitious and Achieving** | You will provide direction and ensure your work delivers against our core strategic goals. You will energise and motivate your colleagues. |
| **Resource Efficient** | You will use resources wisely ensuring maximum benefits and minimal cost. |
| **Professionalism** | Always professional, on-message and on-brand – you will always represent the Wildlife Trust and its values and mission. |
| **Determination and Resilience** | You will have a can-do attitude and will take setbacks and feedback constructively. |
| **Problem Solving and Analysis** | You will relish a challenge and be analytical in your approach to solving problems. |

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| **Qualifications** |
| A health and safety qualification such as NEBOSH NGC or relevant experience |
| Full UK Driving Licence (preferably clean). |
| **Essential requirements** |
| A good understanding of Health & Safety legislation |
| Good eye for detail and experience in creating databases, spreadsheets, graphs, pivot tables and charts |
| Dealing with people and communicating at all levels |
| Dealing with information of a confidential and sensitive nature |
| Team working and self-performance |
| A systematic, methodical approach to work to produce accurate and timely information and meeting papers |
| Excellent communication and interpersonal skills, tact and diplomacy |
| Comprehensive knowledge and use of IT systems such as Email applications and social media, Word and Excel |
| **Desirable requirements** |
| Experience of working in a charity organisation/working with volunteers |
| Knowledge of Safeguarding, GDPR and data security or willing to learn |
| Approachable, ability to build positive relationships with people in different stages of life |
| Self-motivated able to set and prioritise workloads and work without close supervision |
| **Personal Qualities** |
| A strong and inspiring leader with excellent interpersonal and organisational skills, able to harness the commitment and enthusiasm of staff. |
| Passion for the environment and wildlife conservation and engaging with a variety of audiences on these issues |
| The ability to form and maintain productive relationships at a high level with a variety of busy organisations and individuals. |
| A talent for thinking and working in a flexible and creative way. |
| Sound judgement with a calm, confident, mature and pragmatic approach. |

**About Us**

“Staffordshire Wildlife Trust protects and enhances the wildlife and wild places of Staffordshire and promotes understanding, enjoyment and involvement in the natural world.”

A registered charity established in 1969, we are one of 47 county Wildlife Trusts throughout the UK and are supported by over 18,000 members.

The Trust owns or manages 45 nature reserves covering an area of over 1900 hectares. We have around 140 staff, based in six locations around the county including our Headquarters at Wolseley Bridge, Stafford, with our work divided up into five departments: Conservation Delivery, Engagement, Activism and Marketing, HR & Support Services, and Resources. The Trust has a diverse workforce and volunteer group including rangers, wildlife surveyors, community and engagement officers, project specialists, catering, retail, and administration.

In addition, we have a trading company which looks after the commercial side of our business, including a café at The Wolseley Centre, charity shops in Leek, Penkridge and Codsall and a retail shop in the Wolseley Centre.