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# Staffordshire Wildlife Trust are seeking a

**Safety & Compliance Officer**

**The Wolseley Centre, Wolseley Bridge, ST17 0WT**

**Permanent: 21 hours per week**

**Salary: £23,242.74 - £25,158.30 per annum (pro rata) dependent on experience**

We are seeking 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.

**About You**

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 be 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.

**About the Role.**

**You will 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.

1. Providing 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.

The role comes with:

* 10% employer pension contribution
* 33 days annual leave (including 8 bank holidays), pro rata

**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 and 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 including site wardens, wildlife surveyors, community and education officers, 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.

**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

**Disability Confident Committed**. As users of the Disability Confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for vacancies.

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.

For more information and to request an application pack contact Staffordshire Wildlife Trust on [jobs@staffs-wildlife.org.uk](mailto:jobs@staffs-wildlife.org.uk) or visit our website [www.staffs-wildlife.org.uk/jobs](http://www.staffs-wildlife.org.uk/jobs)

**Closing Date:**  **9 am, Wednesday 23rd April 2025**

**Interviews:** **Week commencing Monday 28th April 2025**