



CAUSEWAY

# Health and Safety and Facilities Manager

Candidate information pack





## Who We Are

We're Causeway, the UK-wide charity who believes in the power of lasting change. We take people from existing to living, and empower our service users, including survivors of modern slavery and exploitation, to find their voice and place in society. Since 2005, we have expanded across multiple regions and now provide accommodation and outreach support to hundreds of survivors of modern slavery every year.

In 2018, we collaborated with South Yorkshire Police in an initiative called Plan B. This helped to launch the LifeNavigate department. Using a trauma-informed approach, we are fully committed to breaking the cycle of crime, alongside other organisations such as South Yorkshire Police and Merseyside Police. Our vision is to ensure a thriving future for marginalised and vulnerable people, and it would not be possible without our dedicated team of staff and volunteers.

## Role Summary

We have an exciting opportunity for a Health & Safety and Facilities Manager to join the Causeway team. This person will be key in helping us to provide safe and secure environments for the whole of Causeway. The role involves oversight of all Causeway facilities and ensuring Health & Safety practices are implemented and followed.



## Responsibilities

- To work with accredited Health and Safety consultants to manage the health and safety and its implementation across Causeway properties and offices to ensure the welfare of staff, volunteers and service users.
- Line management of the Maintenance Coordinator and Facilities Administrator.
- To oversee the maintenance coordinators responsibility for planned and unplanned maintenance of properties, and their undertaking and/managing necessary works including repairs and improvements.
- To develop and maintain a planned approach to property maintenance and management that ensures standards are upheld.
- To liaise with and arrange work with landlords, where the necessary work being undertaken falls within their contractual obligations.
- To oversee internal health and safety and maintenance recording systems for all properties and to ensure all necessary works are actioned in a timely manner, working with the maintenance coordinator.
- To source suitable properties (accommodation or offices) to lease/rent when required ensuring they comply with contract stipulations, and take a role in facilitating office/accommodation moves.
- To prepare and submit planning or HMO applications where necessary for change of use and/or refurbishment of properties.
- To set up and streamline maintenance contracts (e.g. gas/electricity/water/broadband etc), and to monitor and cap utility usage across properties (where needed and reasonable).
- To carry out and review health and safety assessments of the following aspects: (or to discharge the responsibility of these assessments when required)
  - Safehouse Accommodations and offices on a frequent basis to ensure properties are being maintained and run in accordance with sector and statutory guidelines.
  - Organisation wide risk assessments, such as DSE, contractor activities.
  - Implementation of new services.
  - Events ran by the organisation.
- To keep up to date with Health and Safety Legislation and ensure and record compliance with procedures, including PAT Testing and Fire Safety.
- To carry out annual health and safety and fire inspections at properties and advise teams on actions that need to be taken.
- To execute health and safety plans in the workplace according to legal guidelines working in conjunction with key managers across Causeway regions.
- To prepare and embed policies to establish a positive culture of health and safety

which focuses on service user quality of care and provision.

- To monitor and evaluate practices, procedures and facilities to assess risk and adherence to relevant legislation.
- To recommend solutions to issues, improvement opportunities or new prevention measures.
- To report on health and safety awareness, issues and statistics to the management team of Causeway. Including the producing of the annual Health & Safety report for the management board and board of trustees.
- To be the lead on Health & Safety matters in the organization.
- To be the main point of contact for The Salvation Army regarding matters relating to Health & Safety.
- If qualified to do so, conduct Fire Risk Assessments for all Causeway properties.
- Oversight of SAHA inspections.
- Oversight and updating of the Salvation Army related compliance and obligations, includes the PILF.
- Oversight of the implementation of the Health & Safety ISO as required by the MSVCC contract.
- Assist departments in completing risk assessments.
- Assist and advise on Health & Safety when new services are implemented.
- Deliver training on Health & Safety and Fire Safety across all regions.
- To be a part of the team that delivers Lone Working training across all regions.
- To assist in providing information and evidence for CQC inspections.
- Responsible for RIDDOR.

*Any other duties that are commensurate with the role.*

## Person Specification

	<b>Essential</b> (all essential criteria must be met to be considered for the role)	<b>Application (A) Interview (I)</b>	<b>Desirable</b>	<b>Application (A) Interview (I)</b>
<b>Education, Qualification &amp; Training</b>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge in specific subject areas through specialist training, degree or vocational studies</li> <li>• An appropriate enhanced DBS check</li> </ul>	A	<ul style="list-style-type: none"> <li>• NEBOSH General Certificate or NEBOSH Diploma</li> <li>• Level 3 qualification in Fire Safety/Fire Risk Assessment, as well as having experience in conducting fire risk assessments in the housing sector including HMOs</li> </ul>	A  A
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of managing Health &amp; Safety aspects for an organisation.</li> <li>• Recent experience of managing a team.</li> <li>• Recent experience managing a budget and account for expenses.</li> <li>• Recent experience of meeting deadlines.</li> <li>• Recent experience of delivering on a project.</li> <li>• Experience of working with external contractors and sourcing contracts.</li> </ul>	A/I  I  A  I  A	<ul style="list-style-type: none"> <li>• Experience working within the third sector</li> <li>• Lone Working</li> </ul>	I
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Managing task lists and prioritising workload.</li> <li>• The ability to delegate appropriately.</li> <li>• Attention to detail.</li> <li>• Communication skills.</li> <li>• Project management.</li> <li>• Planned approach to management</li> <li>• Knowledge on Health and Safety legislation</li> <li>• Delivering training</li> </ul>	I  I  I  I		
<b>Attributes &amp; Other</b>	<ul style="list-style-type: none"> <li>• Resilience</li> <li>• Confidentiality</li> <li>• To be reliable and punctual</li> <li>• Uphold good professional boundaries</li> <li>• To be flexible</li> </ul>			

If you have any questions regarding this vacancy, or if you would like to request this information in a different format, please email [people@wearecauseway.org.uk](mailto:people@wearecauseway.org.uk) and we will be happy to help.

    @CausewayCharity

[www.wearecauseway.org.uk](http://www.wearecauseway.org.uk)

Causeway (UK) is a company limited by guarantee registered in England and Wales (no. 5396512) and a registered charity (no. 1110314)