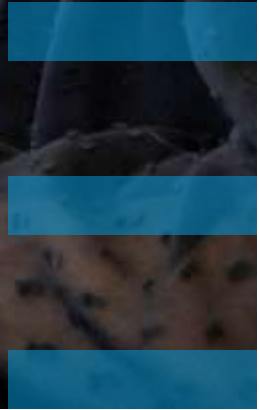


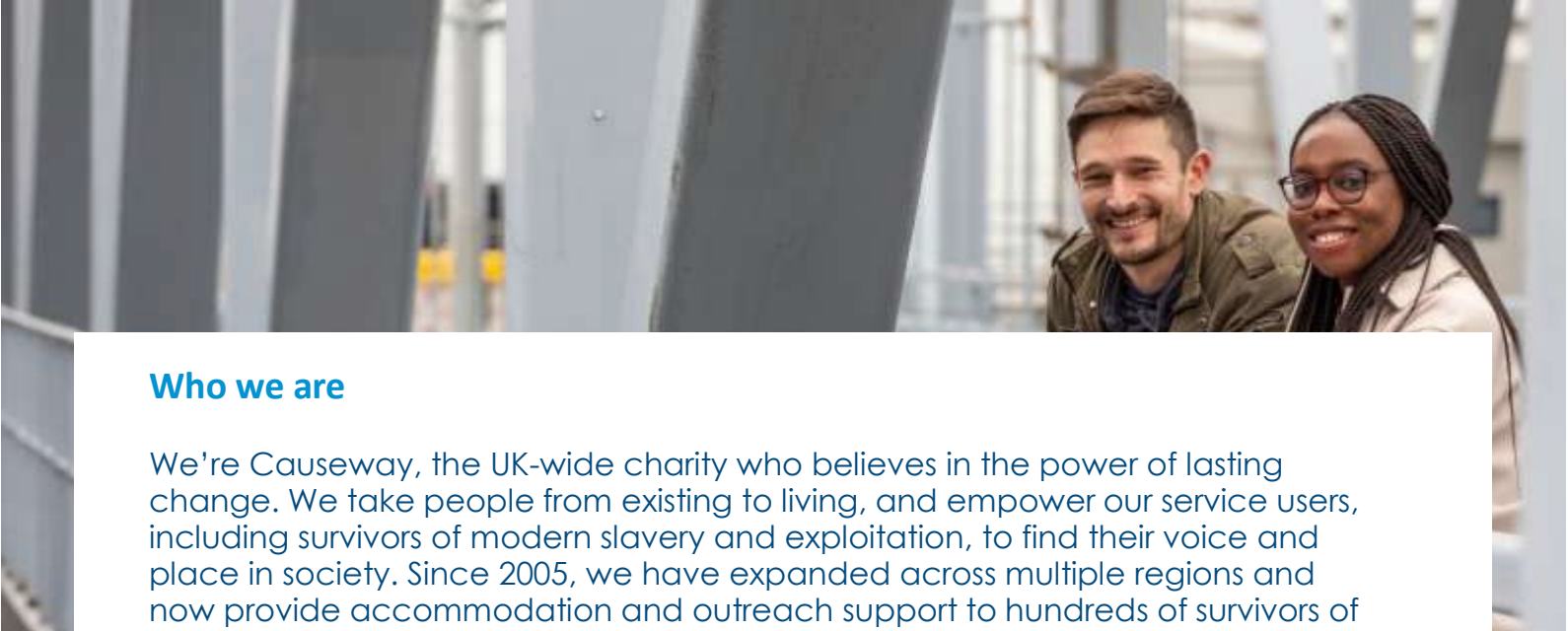


Health and Safety and Facilities Manager

Candidate information pack

CAUSEWAY





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 to launch 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

How this role fits into the vision and objectives of Causeway

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 the 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.

What you can expect from a career at Causeway

As an organisation we are committed to supporting your success and providing you with a wealth of skills, training and opportunities as well as staff benefits to enhance your employment. These will include:

- Regular accredited and in-house training on specialist subjects such as trauma, mental health, safeguarding, working with addictions and much more
- Group Supervision every 6 weeks with qualified therapists
- Commitment to annual salary reviews
- Progression opportunities
- Annual staff survey and focus groups – have your say!
- 30 days holiday per year (plus accrued holiday days for length of service)
- Medicash medical discount scheme
- 3% employer contribution pension scheme
- Support via Staff Networks including an LGBTQ+ staff network

What our staff say about working with us

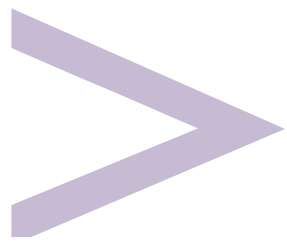
We pride ourselves on our employee job satisfaction. 100% of people in our 2021 staff survey feel that Causeway positively impacts the lives of our clients and 97% of our staff would recommend working at Causeway to others like them.

Working for Causeway is working in an environment where you can share your ideas. It's great when your employer hears and sees you, you feel valued and it encourages you to succeed. By having an employer who gives you the tools to reach your goals, makes you more driven and focused on your work. Also, at Causeway I feel part of a team that provides an environment in which vulnerable adults feel safe and valued; it is the most rewarding job you could have"

- Advocate

Job Description

Job Title	Salary	Reports to
Health and Safety and Facilities Manager	£35,360 per annum	Head of Service Assurance
Location	Direct Reports	Closing Date
North West/South Yorkshire/North East	None	25.11.2024
Contracted Hours	Interview Date	Contract Duration
37.5 hours per week	w/c 5/12 or 6/12	Contracted
Probationary Period		
6 months		



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)
 - 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.

- 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 in implementation stages.
- Deliver training on Health & Safety and Fire Safety across all regions.
- To be a part of the team that deliver Lone Working training across all regions.
- To assist in providing information and evidence for CQC inspections.
- Responsible for RIDDOR.

Any other duties that commensurate with the role.

Essential Requirements

Education, Qualifications & Training

- Demonstrate knowledge in specific subject area through specialist training, degree or vocational studies. This must include an IOSH qualification.
- An appropriate enhanced DBS check.

Experience

- Recent experience of managing Health & Safety aspects for an organisation.
- Recent experience of managing a team.
- Recent experience managing a budget and account for expenses.
- Recent experience of meeting deadlines.
- Recent experience of delivering on a project.
- Experience of working with external contractors and sourcing contracts.

Skills

- Managing task lists and prioritising workload.
- The ability to delegate appropriately.
- Attention to detail.
- Communication skills.
- Project management.
- Planned approach to management
- Knowledge on Health and Safety legislation
- Delivering training

Other

- Confidentiality.
- To be reliable and punctual
- Uphold good professional boundaries
- To be flexible

Desirable Requirements

Education, Qualifications & Training

- NEBOSH General Certificate or NEBOSH Diploma

Experience

- Experience working in the third sector
- Lone Working Experience

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 and we will be happy to help.