



Health and Safety Officer Recruitment Pack

Hours: Part time, three days per week (21.6hrs)

Duration: Permanent

Salary: £32,000 - £35,000 (Pro rata £19,200 - £21,000)

Location: Hybrid role between our Bristol Office and home working

Closing Date: 8am on Thursday 7th May 2026.

Interview Date: Wednesday 20th May





Introduction

Thank you for taking the time to download our recruitment pack. We hope this will give you all the information to be able to apply for the role.

Please ensure you read the requirements carefully so you can tailor your application accordingly to the person specification and job description.

Included in this pack:

- About CCT and CCT Benefits
- About the Role
- Person Specification
- Additional Information
- How to apply and Disability Confident Scheme
- Candidate Process
- Contact us/Other vacancies/Al Statement

About CCT

Churches Conservation Trust (CCT) is the national charity caring for historic churches at risk. As the operator of the third largest heritage estate in charitable ownership in the UK, our 357 historic churches include examples of irreplaceable architecture, archaeology and art from 1,000 years of English history.

CCT has an international award-winning reputation in heritage conservation and regeneration. All churches in our care are listed, mostly Grade I and II*, and some are Scheduled Ancient Monuments.

Without our care, these buildings might have disappeared entirely. Instead, they are enjoyed as social, tourism, educational and cultural resources, kept open, in use, and living once again in the heart of their communities.

CCT Benefits

- Civil Service Pension @ 28.97% Employer contribution
- Season Ticket Loans
- Broadband Allowance for Home Workers
- Subscriptions to Professional Bodies
- Life Assurance
- 27.5 days holiday a year (excluding bank holidays)
- Christmas Shutdown
- Birthday off
- Training & Development Interest Free Loans
- Continuing Professional Development Allowance of £200
- Employee Assistance Programme
- Eye Test Reimbursement of up to £20
- Enhanced sick pay after completion of probation
- Champing discount of 20%
- Childcare vouchers

About the Role

Overall job purpose

Our Health and Safety Officer will help us embed, maintain, and develop high standards of Health and Safety, across CCT's whole estate and its people. They will work closely with our small Health and Safety Team to create, implement, and establish our Health and Safety policies and procedures, in accordance with current legislation. They will advocate for, and set an example around, best practice in Health and Safety.

Key relationships

- Our Health and Safety Officer will work closely with:
- Director of Conservation (Strategic Lead for Health and Safety)
- Head of Region, West (National Lead for Health and Safety)
- Learning and Development Lead inc. Health and Safety (Health and Safety Officer)
- Business Support Officer, West (provides administrative assistance)

They will also work closely with teams across the Trust, including:

- Regional teams – Heads of Region, Lead Local Community Officer, Local Community Officers, Business Support Officers, and site-specific staff etc.
- Central teams – Conservation, Initiatives and Partnerships, Fundraising, Communications etc.

Key duties and responsibilities

- Our Health and Safety Officer will work with our small Health and Safety team, to support with/lead on various areas, including:

1) Monitoring and Reporting

- Reporting to CCT's Health and Safety Committee
- Recording, monitoring, and reporting on accidents, incidents, and near misses, inc. RIDDOR reporting
- Auditing and maintaining the standard of our work, e.g. risk assessments
- Ensuring and monitoring compliance inc.
 - Health and Safety legislation
 - Risk assessments and similar areas
 - Peoplesafe, our Lone Working app
 - Health and Safety training uptake
 - General data collection, monitoring, and analysis



About the Role Cont.

2) Communication and Advocacy

- CCT's main operational contact for Health and Safety, inc:
 - Managing our shared inbox, taking actions promptly to meet our service agreement
 - Offering guidance and advice
 - Internal communication around accident, incident, and near miss reports

- Maintaining and updating CCT's Health and Safety Knowledge Hub (intranet page)
- Reviewing and updating our Health and Safety policy
- Creating and maintaining a supportive and positive culture, where staff feel able and encouraged to approach the Health and Safety team
- Representing the best interests of the workforce and volunteers, Health and Safety Committee, and CCT
- Advocating for, and an example of, best practice in Health and Safety
- Attending quarterly Health and Safety Committees (usually virtually)
- Communicating about Health and Safety with staff and volunteers, at all levels, inc. in our All Staff Newsletter and Community Bulletins
- Working with our external Health and Safety consultant
- General Health and Safety admin, inc. maintenance of files and documents
- Supporting with content, and occasionally delivery, of training

3) Development and growth

- Keeping up to date with current Health and Safety legislation and HSE updates
- Commitment to your CPD, inc. attendance at relevant [Visitor Safety Group](#) events
- Being proactive within the organisation, to embed positive behaviours at all levels
- Recommending and implementing improvements
- Supporting with a rich variety of workplace conditions, inc. a large community of homeworkers, our central office, and small offices in our churches
- Researching, developing, creating resources for, and delivering Health and Safety projects
- N.B. This job description is not all-encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

Person Specification



Assessment Methods:

Code	Assessment method	This means...
A	Application	You need to provide examples and evidence as to how you meet this criteria in your application.
I	Interview	You will be asked competency-based questions around this criteria at interview.
T	Test	This could be an ability test or group exercise assessing you against the criteria.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.

Essential Criteria	Assessment
Experience of working in a similar role, within Health and Safety	A
A strong track record of improving health and safety performance, through working with staff and managers	A,I
Experience of developing and implementing systems which drive health and safety improvements	A,I
Working knowledge of Health and Safety risk management, current legislation, and best practice	A,I,T
Strong administrative skills	A
A commitment to own CPD	A
IOSH, or equivalent, qualification	A
Full driving licence	A
Strong communication skills	A,I
Ability to work independently and as part of a team	A
Ability to prioritise workload	A,I
Influencing and negotiating skills, at all levels	A,I

Desirable Criteria	Assessment
Experience of being involved in investigations by the HSE or Environmental Health Officer	A, I
Experience of working in a similar role, within the heritage sector	A
Confident in use of M365	A

Additional Information



Pre-employment credit check

For compliance purposes, any offer of employment for this position is subject to a pre-employment credit check. This is because this role involves working with our finance systems and confidential information.

Basic DBS clearance

We are committed to safer recruitment practices. Any offer of employment for our positions are subject to Basic DBS clearance.

Driving licence

This role involves regular travel to sites that are not always accessible by public transport. Therefore, it is essential that the successful candidate has a current driving licence.

Regular travel

This role involves regular travel across the region and/or nationally. You will be expected to use public transport as far as possible.

Lone working

This role involves regular/occasional lone working. We have lone working procedures in place to support all staff undertaking lone working.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers and visitors. All staff have a responsibility to manage risk within their sphere of responsibility.

All Trust employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

Additional Information

Data Protection

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

Safeguarding

We believe that everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public. **We expect our staff to share this commitment.**

Mandatory training (for all roles)

If successful, you will be required to complete mandatory compliance training including, but not limited to:

- Equality, Diversity, and Inclusion
- Bullying and Harassment for Employees
- Stress Awareness
- Mental Health Awareness
- Health & Safety Essentials
- Fire Awareness
- DSE Assessment
- GDPR UK Awareness
- Safeguarding Awareness
- Effective Remote Working (if applicable)



How to Apply

How to apply

If you would like to apply for this role, please click [here](#) where you will be directed to our online recruitment system. **You'll be asked to submit a CV and a short supporting statement (max 2 sides A4)** outlining how you fulfil the person specification for this post.

The closing date for receipt of applications is **8am on Thursday, 7th May 2026**.

Interviews will be held on **Wednesday 20th May 2026** at **Bristol**. Please note that the interview dates have been specifically chosen according to the availability of the panel.

Disability Confident Scheme

We are a Disability Confident Committed Employer. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.

If you have any queries about this role, or if you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email recruitment@thecct.org.uk



Candidate Process

Apply for chosen role using the recruitment portal. Ensure to include a CV and a supporting statement.



You will receive an email either confirming we have received your application or that you are missing documents that need to be submitted in order for your application to be considered.



You will be sent an email from Thomas International inviting you to complete Psychometric Testing. In order for your application to be considered you will need to complete this before the role closes.



Once the role has closed, you will receive an email over the next coming days either inviting you to interview or confirming you have been unsuccessful.



If you are invited to interview, you will receive an email with the details as to the location, time and date, which you will need to confirm via the Recruitment Portal



Once the interview is complete and the panel have made their decision, you will receive feedback and a decision.



Contact Us

If you have any queries about this role and would like to have an informal chat please email Matt Hart, Head of Region West, at mhart@theccct.org.uk.

If you would like to speak to someone in recruitment about the Disability Confident Scheme or any other information about CCT or the process or provide feedback, please contact recruitment@theccct.org.uk

Other vacancies

Thank you for your interest in this role, if you feel you could be interested in any of our other roles, please visit our website to find all of our open vacancies: [Vacancies - Churches Conservation Trust](#)

AI Statement

Please note: The use of Artificial Intelligence (AI) tools or automated systems to prepare application materials or responses is not recommended. We value authentic, personally crafted applications that reflect your individual experience and skills.