

Health and Safety Administrator

About Us

Sacrewell is a popular farm attraction located to the west of Peterborough with 100,000 visitors per year. We are part of The William Scott Abbott Trust, an agricultural education charity with 60 years of history.

The Trust seeks to create a safe, accessible, fun and enriching environment for all visitors.

This is an exciting time within The William Scott Abbott Trust at Sacrewell; and we are looking for someone to help with our future growth.

About You

This is an exciting opportunity to take on an interesting and challenging role at a fabulous location. It would suit an organised and hard-working individual with good communication skills and excellent attention to detail.

You'll have experience in administration and Health and Safety regulations, and you'll be able to work independently and collaboratively.

Due to the nature of the business, weekend and bank holiday work may be required.

Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Trust. In addition, all employees are expected to adhere to the Trust's commitment to providing a safe and positive working environment for all.

About the Role

You will be the main Health and Safety administrative contact for managers. You will monitor and review audits and reports to ensure compliance. You will take the lead on daily, weekly and monthly checks across the estate. You will produce and maintain records of maintenance activity and support managers in the delivery of H&S training, Standard Operating Procedures and policies.

Key Skills:

- Excellent IT skills including using MS packages
- Excellent organisation and communication skills
- Great attention to detail
- Ability to work to tight deadlines (accurately and quickly)
- Ability to manage multiple projects, be proactive and prioritise deadlines and delivery
- Ability to work with external contractors
- Confident, flexible team player with a proactive and enthusiastic attitude
- Self-starter able to work on their own initiative
- Ability to reflect and identify areas of improvement

Experience:

- Experience in an administrative environment
- Experience in dealing with Health and Safety regulations

Desirable Experience:

- Completion of Health and Safety training and awareness courses (COSHH, NEBOSH)

- Experience of working with animals
- Experience in site maintenance
- Experience in a Health and Safety role

Job Types: Part-time, temporary for 6 months with the possibility it will lead to a permanent position

Part-time hours: 22.5 per week

Salary: £23,000-£25,000 per year pro rata depending on experience

Actual: £13,800-£15,000

Benefits:

- Company pension
- Free on-site parking
- Day shift

Ability to commute/relocate:

Peterborough, Cambridgeshire: reliably commute or plan to relocate before starting work (required)

Application question(s):

Please provide a CV with covering letter detailing why you believe you are suitable for the role.

Peterborough

Experience: Administration / Health and Safety: 2 years (desirable)

Work Location: In person

Application deadline: 12/04/2024

Expected start date: 20/05/2024