



We support churches to help children and young people discover Jesus and become life-long disciples who serve the world around them.

Role: Health and Safety Officer

Location: Negotiable

Time allocation: 7 ½ hours per week

Date: May 2022

Reports to: National Director.

SUMMARY OF THE ROLE:

This is an important role within the broad range of Scripture Union activities across New Zealand. It is expected to provide support for staff and volunteers to ensure compliance, growth, and a culture of safety awareness whether within a camping environment, running a public event, or in our offices and carrying out daily tasks. This role is also expected to provide advice and interpret standards.

The Health and Safety Officer will:

- Oversee health and Safety processes and policies for Scripture Union
- Maintain regular contact with ministry leaders and key staff.
- Provide the services expected in a timely and effective manner
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Responsibilities	Key Tasks
SMO Management	<ul style="list-style-type: none">• Fulfill the role of Administrator of the Safety Management Online system of SUNZ ensuring timely communication is maintained at all times.• Pass on information on to the relevant managers and leaders.
All Camps Oversight	<ul style="list-style-type: none">• Oversee and maintain policies and safety management practices for all SUNZ camps.• Maintain close communication with the SUNZ youth camp facilitators and SUPAkidz camping staff so that they have the information they need to ensure camping activities are successful and safe.

	<ul style="list-style-type: none"> • Have responsibility for ensuring the compliance of all SUNZ camping activities with accepted safety management practices as established in the SUNZ system. This will include granting final permission to proceed for all SUNZ camps. • Provide incident and statistical reporting for staff and governance at the end of each camping season.
Other Events	<ul style="list-style-type: none"> • Grant permission to proceed for all general SUNZ events. • Have responsibility for ensuring the compliance of all SUNZ events where the responsibility is primarily SUNZ.
SUNZ offices and places of employment	<ul style="list-style-type: none"> • Maintain and communicate policies and safe management practices for SUNZ offices and other places of employment for SUNZ staff. • Have responsibility for ensuring the compliance in all SUNZ offices and places of employment where the responsibility is primarily SUNZ.
General	<ul style="list-style-type: none"> • Provide assistance to the National Director as required • Participate in annual SUNZ staff retreats and other national events when required.

QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS

Qualifications and Experience

- Experience and proven ability in a range of risk management issues.
- A working knowledge of Scripture Union's ministry and work with children and young people.
- Familiarity with and experience of the outdoor education environment in New Zealand.
- Practical experience of programming and holistic safety issues for children and youth engaged in a range of activities and environments.
- Able to apply principles of safety and health across a wide range of environments and activities.
- Familiarity with accessing and evaluating online information related to risk management.
- Hold a clean, current unrestricted driver's license
- Ability to travel
- A New Zealand citizen, or holder of a valid residency and work permit for New Zealand

Knowledge

- An understanding of New Zealand culture, schools and adventure camping with respect to educational, socio-economic; ethnic, environmental and safety issues.
- Ability to investigate, explore, and evaluate regulations and requirements that may affect Scripture Union.
- An understanding of and engagement with Scripture Union's ethos, working

principles & theological stance.

Skills

Strategic Focus:

- Able to access and advise on best practice to meet internal and external risk management requirements.

Financial Management:

- Provide timely and accurate invoicing to Scripture Union.
- Keep clear records of time spent and work completed.

Relationship Management:

- Able to build and maintain constructive working relationships across all levels of the organisation.
- Able to network effectively with volunteers and staff and manage diverse relationships to ensure understanding and compliance.

Communication Skills:

- An able communicator with adults.
- Excellent skills and experience in training in one on one and group situations.
- Very good influencing and persuading skills.
- Well-developed presentation skills.

Technical skills:

- Ability to learn and utilise electronic risk management systems in particular SMO (Safety Management Online).

Intra-personal Skills:

- Self-motivated.
- Very good time management and record keeping skills.
- Able to prioritise tasks, focus and self-manage to achieve outcomes.
- Must be able to respect and maintain confidentiality as this role allows access to all the information entered into SMO (Safety Management Online).

Attitude:

- A love for Jesus Christ and committed to the power of the Bible as God's Word to change people's lives.
- Enthusiastic about seeing people grow in their relationship with God.
- Concerned for young people and their holistic development.
- Have a passion for youth work in schools and for experiential education.
- Commitment to, alignment with the Scripture Union mission, vision, ethos and ministry framework.

SUPERVISION

You are responsible in the first instance to the National Director.

The National Director will:

- Work with you to achieve the necessary compliance.
- Receive advice from you regarding policies and implementation of safety standards.
- Receive regular Safety Reports from you.

- Assist you in supporting staff and volunteer relationships and needs.

WORKING RELATIONSHIPS

The Health and Safety Officer will:

- Maintain regular contact with Ministry Leaders and other key staff.
- Provide the services expected in a timely and effective manner

Camp Facilitators:

The North and South Camps and SUPAkidz Camps Facilitators will:

- Work closely with you to ensure all activities in their areas are compliant with requirements
- Ensure that volunteers have all the support related to the role that they require

The Health and Safety Officer will:

- Maintain close communication with the youth camp facilitators and SUPAkidz camp staff so that they have the information they need to ensure camping activities are successful

The Youth Camps Administrator:

The Youth Camps Administrator will:

- Provide all the information needed to enable you to carry out your task.
- Pass on information supplied by you to the appropriate leaders.

The Health and Safety Officer will:

- Maintain close communication with the Youth Camps Administrator so that they have the information they need to ensure camping activities are successful.

Volunteer clusters:

Most Scripture Union programmes & camps are organised by volunteer clusters. They are delegated responsibility for the development and ongoing support of designated programmes & camps, including recruiting & training team members. These relationships are vital and every effort is made to ensure they are healthy. The Health and Safety Officer has an important role in assisting with this.

Signed:

Employee. _____

Employer. _____

Date: _____