

## ROLE DESCRIPTION

Employer: United Christian Broadcasters Limited

Role: Health & Safety Volunteer

Reporting to: Training & Compliance Lead

Location: United Christian Broadcasters Limited, Operations Centre, Stoke-on-Trent and/or United Christian Broadcasters Limited, Broadcast Centre, Stoke-on-Trent

Hours: Flexible

Profile: Responsible for assisting with Health and Safety administration and working with the Training & Compliance Lead to ensure that the Health and Safety of UCB is monitored and maintained.

Duties include:

- Provide a professional point of contact to all service users; both internally and externally, ensuring that work undertaken accurately reflects UCB's Christian values and ethos
- Assist with and monitor general health and safety risk assessments
- Assist with and monitor DSE assessments
- Check first aid kits in buildings are well maintained and stocked
- Check that the vehicle first aid kits are well maintained and checked
- Assist with perimeter and general lighting inspections
- Assist with contractor protocol and documentation
- Low flow water checks to comply with Legionella Awareness
- Maintain all records in accordance with the Data Protection Act respecting the confidential nature of the work in the role
- Undertake general office duties including filing and photocopying
- To respect and maintain the confidentiality of the processed material and ensure that any regulations concerning security or confidentiality (such as the safeguarding of passwords) are complied with

Qualifications, Knowledge, Experience and Skills:

- Understanding of Health and Safety Laws and processes
- Willingness to keep up to date with Health and Safety requirements
- Good organisational and time management skills with an ability to prioritise diverse workload
- Strong communication skills both written and verbal with effective interpersonal and customer skills
- The ability to work accurately, with attention to detail
- Must be computer literate working confidently with Microsoft Office Suite

Person Specification:

- The commitment to participate in daily prayer time in order to promote team unity

- Be prepared to witness to the life changing message of Jesus and lead people to Christ as appropriate
- Be an Ambassador for Christ and UCB delivering a distinctly Christian service to colleagues and supporters
- To develop ways of introducing UCBs story in a manner that is relevant and engaging
- Must be flexible and have a can do and positive attitude
- Be approachable and work well within a team
- Fully understand the importance of confidentiality
- Have an ability to work alongside others offering support, encouragement and instruction
- Demonstrate honesty and integrity in all areas of work

Dated: April 2019

This Role Description does not form part of a Contract of Employment