

Refreshing our commitment

Ministry Grouping	FINANCE, ASSET AND RISK MANAGEMENT
Ministry	Health and Safety Coordinator (NB this role does <u>not</u> include safeguarding)
What does it involve?	To keep up-to-date and advise the Parish on statutory health and safety obligations and good practice. To lead and coordinate implementation of requirements of health and safety legislation, including awareness-raising and risk assessments. Submit written reports made to Parish Finance Committee and Diocese as required. With assistance from the Diocese, arrange for appropriate training of parishioners and provide advice on risk reduction. <u>To undergo training provided as required by the Diocese and to arrange for training within the Parish.</u>
Gifts required:	<ul style="list-style-type: none">▪ Good communicator (oral and written skills)▪ Logical and well-organised (especially maintaining records of works undertaken against statutory requirements and priorities agreed with the Finance Committee)▪ IT literate (basic level Word and e-mail sufficient)
Time required (average weekly/monthly)	6-8 hours a month
Likely peaks in time commitments:	12 hours a month if major projects being developed/on site
Location:	Home/church premises
How long would I need to commit for?	Ideally, 3 years with an opportunity to review the role after 6 months
Reports to:	Parish Priest/PA and Finance Committee Chairman
Other key relationships:	Parish Finance Committee, Maintenance volunteers and contractors, Buildings Project Manager, Parish Coordinator (for Leaders of all other groups), Parish Administrator, Lettings Managers (halls and former presbytery – St. Ambrose)
Support available:	Tandridge District Council, Diocese

Health and Safety Coordinator

Yes this is for me

I'd like to know more

Signed

Name

Contact details

Please return to the parish office or in the Refreshing our commitment box in the narthex.