



**NORFOLK WILDLIFE TRUST**  
**POST: Health, Safety and Compliance Officer**

**The Post of Health, Safety and Compliance Officer**

This post will be based out of the Trust's headquarters in Thorpe Road, Norwich, with some travelling across the county for site visits where required. The post will be based within the Estates and Facilities team and line managed by the Trust's Estates & Facilities Manager.

The role will support the Estates and Facilities Manager with the running of the Trust's owned estate including commercial residential properties and commercial property holdings, Visitor Centres and Trust Headquarters, including the Reception function. The ability to form key working relationships with NWT staff, teams and external contractors will be essential. The postholder must have proven experience of health, safety and compliance in a commercial environment and will play a key role in the effective management of this across the Trust. The role will be responsible for managing the accident reporting systems and the communication and distribution of health and safety information to staff and requires effective communication skills.

The post will be responsible for the Trust's vehicular fleet and insurance, along with the management of the planned and preventative maintenance programme. Understanding and experience of carbon management and sustainable operations will be advantageous.

You will have proven experience of managing health, safety and compliance and hold appropriate skills and qualifications. You will be proficient in IT (MS Word, Excel, Outlook etc) and have a clear interest in nature, wildlife, wildlife conservation and the work of the Trust. A current driving licence is essential.

**A more detailed job description is attached for further information and to assist you with your application. You may also wish to visit our website at [www.norfolkwildlifetrust.org.uk](http://www.norfolkwildlifetrust.org.uk) for more information about NWT.**

This is a full time, permanent role. NWT will offer a salary ranging from £25,553 to £30,740 per annum, dependant on experience. Pool vehicles are available to book for the postholder to attend site meetings.

The role will be 35 hours per week, Monday to Friday with working hours of 9.00am to 5.00pm, with a one-hour unpaid lunch break. Due to the nature of the role, some flexibility will be possible in respect of start and finish times.

Annual leave starts at 25 days pro rata (which is inclusive of 3 days office closure at Christmas) paid holiday per annum in addition to statutory holidays. The annual holiday allowance is increased by an additional one day per year for each year up to a maximum of 30 days in total.

### **Application Procedure**

Candidates should apply by sending a copy of their CV, giving full details of education, employment and experience. Please also supply details of two referees. You should also include a statement of application outlining why you consider yourself suitable for the post and what particular experience, skills and attributes you have which will enable you to fulfil the requirements of the job. It would help the selection panel if you refer to the duties and requirements of the job description enclosed in framing your statement.

**Completed applications should be marked 'Private and Confidential' and e-mailed to [recruitment@norfolkwildlifetrust.org.uk](mailto:recruitment@norfolkwildlifetrust.org.uk) or be posted to Recruitment Applications, Norfolk Wildlife Trust, Bewick House, 22 Thorpe Road, Norwich, NR1 1RY.**

The closing date for receipt of applications is 5pm Friday 20<sup>th</sup> September 2024. Applications received after that date will not be considered.

Interviews are likely to take place at Bewick House the week commencing 30<sup>th</sup> September 2024.

We regret that we are unable to reply to all applicants due to the quantity of correspondence. We will only contact you if you have been selected for an interview. If you have not heard again from us by Friday 27<sup>th</sup> September 2024 you should assume your application has not been successful on this occasion.

Thank you for your interest in the Trust, good luck with your application.

**Norfolk Wildlife Trust  
August 2024**