**ROLE SUMMARY**

The postholder is responsible for day to day management and oversight of Health and Safety and Security within the Cathedral and associated spaces. Health and Safety for the Works Department is managed and overseen by the Clerk of Works, and it is important these roles work effectively together to achieve consistency of approach and procedures.

The role is responsible for advising on health and safety and security requirements, policy review and implementation, monitoring and inspection, risk assessment, investigation and delivery of training plus developing a positive health and safety culture across the Cathedral.

**PRINCIPAL TASKS AND RESPONSIBILITIES**

**HEALTH & SAFETY**

* To ensure that health and safety is effectively overseen and managed for the Cathedral building and associated workspaces, with the exception of the Works Department where close collaboration with the Clerk of Works is required.
* To take lead operational responsibility for health, safety and welfare of staff, volunteers and visitors within the Cathedral building, associated workspaces and the Close. This will require close liaison with the Close Manager, Clerk of Works, Technical Manager and at times the Property Manager.
* To oversee, develop and review the Cathedral’s health and safety policies and procedures, ensuring these are appropriate for purpose and meet legislative requirements and best practice.
* To maintain policy adherence through audit, inspection and other monitoring methods to ensure the Cathedral has a robust and compliant approach to all health and safety.
* To advise staff on, and undertake where appropriate, the preparation of risk assessments and to ensure a consistent methodology is established. To ensure that completed risk assessments are filed, recorded and updated as required.
* To collate accident and incident reports for the Cathedral and other workspaces, ensuring necessary actions are taken and all documentation is filed and recorded on the Cathedral’s health and safety system.
* To be a member of the Health and Safety Operations Committee. Providing information on new or updated regulations, reporting on accident and incidents, advising on new policy requirements or ways of working. To attend the Annual Fire, Health and Safety Policy Committee meeting.

**SECURITY**

* To take operational responsibility for security and counter-terrorism measures and for general emergency procedures within the Cathedral and other work areas. The postholder will need to work closely with the Close Manager in relation to security support; the Close Manager supervises the contract with an external security provider.
* To take lead responsibility for ensuring statutory and legislative security operational requirements are established and embedded with the Cathedral’s life. In particular the processes and procedures stipulated in the Terrorism (Protection of Premises) Bill 2024, also known as Martyn’s Law.
* To be the principal point of contact for the CCTV systems within and around the Cathedral and Close.
* To work with the Chapter Clerk (Chief Operating Officer) to ensure that the Cathedral’s integrated emergency management plan and associated procedures are adhered to and regularly reviewed.
* To be the key point of contact with Wiltshire Police Counter Terrorism Advisors. This will also include ensuring staff security training is undertaken, site security visits and assessments are completed and agreed actions are progressed and implemented.
* Work with colleagues in the Department for External Relations and Visitor Services to evaluate and develop the Cathedral’s security focused procedures and communications.
* Attend the national Cathedral Security Groups meetings on behalf of the cathedral and any other relevant forums. The Close Manager also attends.
* Together with the Close Manager, to develop and maintain strong working relationships with the local emergency services to support collaborative working and preparedness for significant or major incidents.

**GENERAL**

* To devise and deliver appropriate training and induction for staff and volunteers to meet the Cathedral’s legal obligations in terms of health and safety and security.
* To oversee administration of the Cathedral’s health and safety management software, maintenance of first aid equipment and defibrillators across the site.
* To ensure all staff and volunteers understand their health and safety and security responsibilities and contribute effectively to making the Cathedral and workspaces as safe and secure as practically possible.

**SAFEGUARDING**

The postholder must understand and appreciate the Cathedral’s safeguarding policies and practices. They have a responsibility to ensure that these are implemented. You will be required to understand and follow our policies and procedures including reporting concerns, undertake designated safeguarding training, diligently perform safeguarding duties specific to your role and follow good practice in relation to your own behaviour and conduct.

The postholder may be an initial point of contact who provides a first response in the Cathedral to vulnerable adults, children and young people. They will need to oversee welfare and security concerns and incident management. This includes care of children who are 'lost' on cathedral grounds.

*This job description is intended as a working document giving a guideline to the major tasks to be performed. It is anticipated that the post will develop, and working practices will change; in order to meet the demands of Salisbury Cathedral, new legislation, and the requirements of Chapter. It is expected that the post holder will contribute to and assist with all future developments. An enhanced DBS check will be required.*

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| **PERSON SPECIFICATION** |  |
|  | Essential (E)/  Desirable (D) |
| **KNOWLEDGE AND EXPERIENCE**  Appropriate professional health and safety qualification – such as NEBOSH national diploma in occupational health and safety with significant proven experience.  Appropriate qualification in security management – such as SIA or proven relevant experience of security, public safety and customer service in a visitor attraction or other public venue.  Significant proven experience of advising on, developing and implementing health and safety policies and procedures.  Significant proven experience of information gathering, analysing, and advising on recommended actions such as in relation to accident and incident management.  Experienced in the preparation of risk assessments and advising on mitigating measures and required actions.  Experience of emergency management plans and business continuity planning.  Experience of developing security, public safety or risk management strategies.  Significant proven experience of working collaboratively across different departments, organisations and with a range of different expectations.  **SKILLS AND EXPERTISE**  Attentive to detail and ensuring adherence to policies and procedures, able to encourage others in the same approach.  Ability to engage with and influence a wide range of people and different stakeholders.  Proven ability to resolve problems and manage conflicting expectations  Strong interpersonal, verbal, and written communication skills.  Good computer skills, experienced in using Microsoft Office.    **ATTRIBUTES**  Ability to appreciate, empathise with, and support the values, purpose, and culture of Salisbury Cathedral.  Well organised, able to prioritise workload and use own initiative  Imaginative, flexible, and creative approach, willing to take responsibility for small as well as and large property matters.  Relational in approach, personable and able to interact well with people at all levels.    SAFEGUARDING | E  D  E  E  E  D  E  E  E  E  E  E  E  E  E  E  E |

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| Salisbury Cathedral is committed to ensuring it provides a safe and caring environment for all, including children and adults who may be at risk of abuse and neglect.  Our intention is to ensure safe environments within which our welcome to everyone is supported by proper and effective safeguards. We will continue to implement the Church of England Safeguarding policies and procedures, working actively with the Diocese of Salisbury. All staff and are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. You will be required to understand and follow our policies and procedures including reporting concerns, undertake designated safeguarding training, diligently perform safeguarding duties specific to your role and follow good practice in relation to your own behaviour and conduct. |
| HEALTH AND SAFETY  Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. You must immediately raise any concerns concerning your health, safety or welfare at work to an appropriate person. |
| EQUALITY, DIVERSITY AND INCLUSION  The Cathedral is committed to the principle of equal opportunities in employment and in equal pay for work of the same or similar nature or work of equal value. This means that in line with the Equality Act 2010, all job applicants and employees will receive equal treatment regardless of sex, race or ethnic origin, religious belief, nationality, gender, marital or family status, sexual orientation, age or disability. Our intention is to ensure safe environments within which our welcome to everyone is supported by proper and effective safeguards. We will continue to implement the Church of England Safeguarding policies and procedures, working actively with the Diocese of Salisbury. |

**WORKING FOR US**

Salary

The salary for this role is circa £35,000 per annum.

Working Pattern

The role is 35 hours per week, primarily working Monday to Friday. Some evening and weekend work may be required.

Annual Holidays

The FTE holiday entitlement is 25 days per annum plus 8 public holidays. If a member of staff is required to work on a public holiday, they will be entitled to the equivalent time off on an alternative day, to be agreed with their Line Manager.

Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme. Salisbury Cathedral will contribute to a contributory pension scheme and automatic enrolment will be made unless the employee chooses to opt out.

Staff Discount

All staff receive a 20% discount on purchases from the Cathedral Shop and Refectory.

Staff have access to an Employee Assistance Programme and Life Assurance scheme.

Parking

Subsidised car parking is available in Salisbury Cathedral Close.

**HOW TO APPLY**

If you would like to have an informal discussion about the role, please contact Nicola Stafford – Head of Human Resources - in the first instance so this can be arranged – [n.stafford@salcath.co.uk](mailto:n.stafford@salcath.co.uk).

To apply please complete the following forms and e-mail the following information to [recruitment@salcath.co.uk](mailto:recruitment@salcath.co.uk) ;

* Application Form including supporting statement
* Equal Opportunities Form
* CV

The closing date for applications is: Friday 10th January 2025.

Due to the volume of applications, we are currently receiving, it will only be possible to contact shortlisted candidates regarding the outcome of their application. If you have not been invited to attend an interview within 2 weeks of the closing date, please assume your application has been unsuccessful.

Thank you for your understanding and for your interest in working at Salisbury Cathedral*.*

Interviews are expected to take place on Monday 27th January 2025.

If you are invited for interview, you will be asked to produce evidence of your eligibility to work in the UK.

Offers of employment are subject to satisfactory references, medical clearance and a Disclosure and Barring Service (DBS) check at enhanced level.

