



H&S / Welfare Assistant

Location of Position/Department: Morfa Gele, Abergele
Health and Safety within HR, Cartrefi Conwy

Responsible To: Helen Edwards, Head of Human Resources

Time Commitment: 1 – 2 days per week

Purpose/Summary of Role

To assist Cartrefi Conwy with projects and initiatives related to workplace health, and to assist with health and safety duties.

Essential:

Good communications skills
IT skills (or willingness to develop)
Organisational skills
An interest in health and wellbeing

Desirable:

Experience of working in the health sector
An understanding of healthy living principles

Description of Tasks

- General administration tasks
- Supporting the health and safety compliance officer by creating inspection templates
- Site inspections with health and safety officer
- Support the HR team to research projects looking at work place health



Training and Support

Work Buddy: Richard Burrows / Wil Pritchard

- Induction to the organisation
- Full training on all aspects of the role
- Regular updates from Employment Academy Mentor
- Personal Development Plan
- Participation in the Volunteer Rewards Programme

Reimbursement of Expenses

Out of pocket expenses will be paid back:

- Mileage costs @ 40p per mile from home to place of volunteering
- Public transport costs paid back on a valid ticket
- Lunch (conditions apply)
- Child care (conditions apply)

How to Apply

- Email volunteering@creatingenterprise.org.uk or Telephone: 01492 588980
- Tell us which role you are interested in

Line Manager's Signature:

Date:

