



# Application Pack

**Ref: WA341**

**Health & Safety Advisor**

**Salary £24,000 (FTE £40,000) per annum**

**Part time –Permanent  
24 hours per week**

**Advert Date: 24 July 2024**

**Closing Date: 9 August 2024**

**Westminster Abbey**



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# About Westminster Abbey

Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey (or the Collegiate Church of St Peter in Westminster to give it its correct title) is a Royal Peculiar under the jurisdiction of a Dean and Chapter and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth on 21<sup>st</sup> May 1560.

We are a welcoming community, but also complex and multi-faceted, with nearly 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement. In addition, our newly created Employee Engagement Forum and Social Engagement Statement is helping us to support and develop our staff and volunteers. We have also reshaped our governance arrangements, including a new Strategic Board to help us navigate the challenges and opportunities of the coming decades.

## **Westminster Abbey's mission is:**

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To act as responsible stewards of God's gifts.

## **Our Values:**

As one we serve each other, our visitors and the wider world in all we do with:

- Truthfulness
- Integrity
- Empathy
- Excellence

Following the State Funeral of Queen Elizabeth II and the Coronation of King Charles III and Queen Camilla, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract over a million visitors from around the world every year, and our summers and peak period are incredibly busy. However, we receive no regular income from the State, the Church of England or the Crown, and rely almost entirely on income from visitors.

**It is an exciting time to join the Abbey, and we look forward to receiving your application and if successful, welcoming your contribution to the Abbey's history.**

# Job Description

**JOB TITLE:** Health and Safety Advisor

**ACCOUNTABLE TO:** Head of Human Resources

**ACCOUNTABLE FOR:** N/A

**KEY RELATIONSHIPS:** **Internal Departments/Posts:** Human Resources, Works, Finance, Visitor Experience, Learning and Development Manager, Office Administrator, Deputy Clerk of the Works, Abbey Safeguarding Officer and all Abbey staff.

**External:** H&S External Consultants, External H&S local and national networks, Westminster Council.

**BACKGROUND:** Westminster Abbey is both a place of daily worship, and is one of the UK's leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey comprising around 300 employees and a similar number of volunteers.

**JOB SUMMARY:** To support the Head of Human Resources in overseeing Health and Safety (H&S) across all Abbey departments and environs, to advise on all matters relating to H&S and to collaborate effectively with departments across the Abbey to create a positive H&S culture within the Abbey.

To drive and promote a positive H&S culture in the Abbey, so it becomes a priority, and there is a shared common purpose so that H&S is the responsibility of all. This includes developing a new robust process for reporting incidents and logging these and using an appropriate system to log these incidents and cases.

## MAIN DUTIES AND RESPONSIBILITIES:

### General

- You will take the initiative to identify areas for H&S improvement and implement and co-ordinate risk management processes for departments.
- You will engage with staff across the Abbey, particularly Heads of Department understanding their H&S needs and finding appropriate solutions for how these might be resolved.
- You will attend, acting as the administrator for the H&S Management Group, supporting with meeting actions.
- You will attend and support the Chair of the H&S Staff Group, working closely with the staff reps, Deputy Clerk of Works and the Deputy Head of HR.
- You will support Heads of Departments and Volunteer Supervisors in conducting departmental H&S risk assessments.
- You will support the Head of Human Resources on investigating accidents and, where appropriate, compile adequate reports on such occurrences to ensure legal requirements are met.
- You will support the Head of HR in planning an annual H&S Budget, effectively collaborating with the Learning and Development Manager for all H&S training needs and the finance department to ensure a transparent and efficient process.
- You will work closely with the Abbey's Safeguarding Officer and the Events department to support the planning and delivery of internal and external events and services from a H&S perspective.

- You will take the lead on health and safety projects to ensure compliance and deliver continual improvement.
- You will lead on all H&S reporting for the Abbey Board and H&S committees.
- Maintain and update the Abbey's H&S intranet pages.

### **Advice and Guidance**

- You will advise managers and staff on all H&S-related matters.
- You will carry out workstation assessments, identifying where additional support or resources are required, and work with the Officer Manager and the ICT department to acquire these resources.

### **Training**

- You will work with the Learning & Development Manager to identify which H&S topics can be facilitated internally, and which will need external training facilitators.
- You will work with colleagues across the Abbey to design and deliver training and instruction to employees and others taking part in Abbey events, services and activities.

### **Policy and Strategy**

- You will develop and implement an H&S Plan that encompasses our Abbey community staff and volunteers), visitors and worshippers.
- You will create a pattern for regularly reviewing the H&S policies and codes of conduct.
- In line with best practice, the HSE and British Standards, you will advise on new guidance and changing legislation.



# Person Specification

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

## **Essential**

### **Education/Qualification**

1. Relevant H&S-related Certificate/equivalent qualification (or working towards)

### **Knowledge/Experience:**

2. Experience working collaboratively with multiple departments.
3. Experience applying skills and knowledge to different situations and activities, understanding colleagues' motivations and goals to best support them in their roles.
4. Ability to demonstrate a deep and broad Knowledge of H&S matters and be committed to ongoing professional development.
5. Experience working in a complex organisation.
6. Experience facilitating internal H&S-related training sessions
7. Experience writing H&S reports and gathering H&S data.
8. Experience working with local councils and government bodies.

### **Skills/Aptitudes:**

9. Ability to demonstrate an understanding of current Health & Safety legislation.
10. Proven ability to influence and develop relationships at all levels within the business.
11. Excellent communication skills with a natural ability to listen well to people and to build strong relationships.
12. Exceptional problem-solving skills with a persistence to see issues resolved.
13. Ability to work in a standalone role, but also within a wider team.

### **Personal Attributes & Circumstances:**

14. You will be enthusiastic, creative, energetic, and work with a high-level of, diligence, professionalism and pride.
15. You will be well-organised and have great attention to detail.
16. You will understand working within a church context, and be sympathetic to the Christian faith and the Abbey's mission.

## **Desirable**

1. Experience working in a listed or historical building.
2. Experience working within a visitor attraction site and dealing with multiple stakeholders.
3. Hold a NEBOSH Certificate in Occupational Health and Safety, NCQR certificate in Applied Health and Safety or equivalent (or working towards)
4. Member of IOSH.

The responsibilities contained within this job description are not exhaustive and will be kept under review. The contents may be amended from time to time to reflect the changing needs of Westminster Abbey. Any proposed changes will be discussed with the postholder.

## **Safeguarding**

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training.

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# Working for us

## **Employment Status**

This post is permanent.

## **Salary**

The salary is £24,000 per annum, which is based on a full time equivalent annual salary of £40,000 and is paid on the last Friday of each month. Salary is reviewed annually.

## **Working Hours**

These are 24 hours per week, how this is structured is open to discussion. The postholder will be required to work hours that suits the needs of the organisation.

## **Annual Holidays**

The full-time holiday entitlement is 31 days per annum, including recognised public holidays, rising to 33 days per annum in the fifth year of service.

## **Training**

On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

## **Pension Scheme and Life Assurance**

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

## **Staff Discount**

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

## **Season Ticket Loan**

A season ticket loan is offered after satisfactory completion of a probationary period, repayable over 10 months.

## **Medical Insurance**

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

## **Uniform**

If a uniform and/or Personal Protective Equipment (PPE) is provided, this must be worn at all times.

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# Equality Statement and How to apply

## Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring Form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

## Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment.

## How to Apply

Please complete our application form as CVs **will not** be accepted.

You are also advised to read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements. As well as your previous work experience (including a **full** career history of all employment), tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please email your completed application to: [applications@westminster-abbey.org](mailto:applications@westminster-abbey.org).

**Applications should arrive no later than 12 noon on 9 August 2024. Interviews are scheduled to take place on 20 August 2024.**

*We regret that, due to the large number of applications we normally receive, we may only be able to contact or provide feedback if you have attended an interview. We appreciate your interest in our work at Westminster Abbey.*