

# Health and Safety Officer

One year contract – 3 days a week

## Overview of the role

We have an excellent opportunity for the right person to join the staff team at King's Church London. The position is the Health and Safety Officer for the church.

The role is a part-time, salaried position.

We are looking for this person to join us for one year, with the potential for this to become a permanent position after the first year.

## What does the role involve?

The responsibilities of this role include (but are not limited to):

- Implementing Health and Safety across King's Church.
- This primarily means ensuring that King's is compliant with all relevant health and safety legislation.
- Ensuring that all appropriate reports and regular checks are being done and recorded.
- Assisting with other administrative tasks as needed.

## What are we looking for?

The ideal candidate will preferably have a desire to work in a church environment.

In addition, our ideal would be that the individual possesses the following:

- Health and Safety implementation experience is preferable, but not essential
- Strong administrative and organisational skills
- Good people skills
- Good communication skills
- A helpful, servant-hearted attitude towards everyone they come into contact with
- The ability to work as part of a team
- Be teachable and willing to learn
- A good working knowledge of the Microsoft Office suite of programs

On a more general level, we would love to see evidence that the person has a sense of call to serve the church and can demonstrate commitment and passion for building King's Church London, as this is core to our values and vision as a Church. We ask that everyone who joins us is able to sign up to our ethos statement and statement of beliefs. If you would like a copy of these, please contact Nigel Mumford in the King's Church offices.

## Working for King's Church London

Working for King's Church London is fast-paced, busy and fun. Our staff are vital to our effectiveness as a church and we believe in creating a strong team culture that is supportive and inclusive. We work hard and expect the same of our staff. In return we offer an engaging and challenging environment where staff can grow and develop.

King's Church is committed to building both a diverse church and staff team.

## How to apply

If you would like to discuss the role in more detail, please call Nigel Mumford in the King's Church offices on 020 3889 6819 or email [nigel.mumford@kingschurchlondon.org](mailto:nigel.mumford@kingschurchlondon.org).

Similarly, if you would like to apply, please email your CV and a covering letter to Nigel at the email address above.

The closing date for applications is Monday 3<sup>rd</sup> April.

