



United Synagogue Job Description

JOB TITLE:	Health & Safety Advisor/Administrator
LOCATION:	Burial Society - Bushey
WORKING HOURS:	30 per week - 5 days a week
SALARY:	£23,000 pa
REPORTS TO:	Cemeteries Manager
BENEFITS:	20 days holiday, pro rata, plus Bank Holidays & Jewish festivals when they fall on a normal working day Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension

VISION

Our vision for the United Synagogue is of a modern and united family of communities with members connected to vibrant Jewish life and Torah values.

MISSION

The mission of The US Executive Office is to serve our communities and to lead the organisation by:

1. Initiating, developing, and supporting communities and helping them provide relevant and high-quality services to their members
2. Providing the infrastructure for Jewish religious life
3. Developing creative programmes, which involve members and potential members in Jewish life and values
4. Recruiting, developing, and maintaining outstanding Rabbis and other Professional staff, lay leaders, and volunteers

VALUES

The values that lie at the heart of the United Synagogue are embodied in the principles of Torah and Halakhah, (Hebrew: “the Way”).

These values are:

- The welcoming of every Jew
- Creating a sense of belonging
- Lifelong Jewish learning
- Spiritual growth and practice
- Mutual responsibility
- The centrality of Israel in Jewish life

The purpose of The United Synagogue is to create communities committed to the principles of Torah and halakhah and inclusive of every Jew.

DUTIES AND RESPONSIBILITIES

- Report and investigate accidents
- Identify potential hazards
- Carry out risk assessments
- Conduct site inspections
- Ensure equipment is installed and maintained correctly and safely
- Determine ways to reduce risks
- Compile statistics on accidents, near misses etc., and write up reports
- Run health and safety training courses
- Liaise with external health and safety authorities
- Keep up to date, and ensure compliance with current health and safety legislation
- Willingness to be the Mental Health and wellbeing champion
- Review policies and safe systems of work
- Review and write safe working procedures
- Administrative and office duties, as well as dealing with general client enquiries on site
- Update photographs of memorials on to the grave registration list

PERSON SPECIFICATION

The person appointed to this post should be able to demonstrate the following:

Experience

- NEBOSH Certificate, desirable, but NOT essential
- A practical knowledge of current Health & Safety legislation
- Full drivers' licence, would be beneficial, but NOT essential

Skills

- IT literate; knowledge of the Windows platform and databases
- Strong analytical and problem-solving skills
- Good interpersonal skills, with the willingness to work with people on all levels within the organisation

Abilities

- Ability to work unsupervised and deliver results under pressure within tight deadlines and objectives
- Good attention to detail, to ensure work is carried out with accuracy
- Work in a professional manner, and to develop effective working relationships with colleagues and Synagogue Representatives
- To work as an effective and proactive member of The United Synagogue team

Commitment

- Must share the ethos of The United Synagogue Burial Society
- Personally demonstrate the organisation's values, building trust with managers and staff within The United Synagogue and proactively contribute to the organisation's success
- Be proactive in identifying opportunities for own professional development

GENERIC DUTIES

- Committed to the aims of The United Synagogue and act as an ambassador for the organisation
- Comply with The United Synagogue's policy and procedures and code of expectations
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors, or staff
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
- Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
- Maintaining high levels of discretion and confidentiality at all times
- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post, and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder
- This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue's operational procedures