

South Northants Volunteer Bureau
Job Description

Post:	SNVB H&S Support Worker – 3 month fixed-term contract
Hours:	21 hours per week
Salary:	£ 15 per hour
Holiday entitlement:	Pro-rata 25 working days plus public holidays
Responsible to:	General Manager
Location:	Riverside Centre, Towcester

Position Overview:

The H&S Support Officer is a fixed-term role for 3 months and is responsible for providing targeted support in the areas of Health & Safety, fundraising, and lease management. This role plays a key part in ensuring compliance, sustainability, and effective operations across SNVB, supporting staff, volunteers, and the wider community.

Key Responsibilities:

Health & Safety Support

- Create, review, and updating of Standard Operating Procedures (SOPs) and Risk Assessments (RAs).
- Identify potential hazards across SNVB sites and projects, escalating any concerns appropriately.
- Source suitable contractors and suppliers to address maintenance or safety issues, being mindful of budget constraints.
- Liaise with contractors to arrange works, ensuring they provide and follow the required paperwork (SOPs, work plans, method statements, risk assessments).
- Check that contractors are compliant with UK Health & Safety legislation before work begins.
- Monitor and follow up to confirm that all work is completed safely, to the required standard, and in line with SNVB's policies.
- Carry out any other ad-hoc Health & Safety tasks as required, supporting the organisation to remain compliant and safe.

Lease Support

- Provide administrative support for lease agreements (e.g. community buildings, offices).
- Keep accurate records of leases, renewals, and correspondence.
- Liaise with landlords, tenants, and legal advisors where necessary.

Fundraising Support

- Research suitable funding opportunities for SNVB.
- Advise on the preparation of applications for funding
- Maintain records of application deadlines, submissions, and outcomes.
- Support monitoring and reporting requirements for successful grants.

Essential Attributes

- Strong organisational and administrative skills.
- Clear and effective written and verbal communication.
- Proficient IT skills, including Microsoft Office.
- Ability to manage competing priorities with attention to detail.
- Flexible, proactive, and able to work as part of a small, supportive team.
- Alignment with the values of the voluntary and community sector.

Desirable Experience

- Experience with Health & Safety processes.
- Experience of writing & supporting business case proposals
- Knowledge of property or lease management.
- Previous experience in a charity or community-based role.

*****Please note: This is a fixed-term contract for 3 months.*****

About SNVB

SNVB is dedicated to supporting volunteering, community groups, and local projects across South Northamptonshire. The Support Officer role ensures SNVB remains compliant, sustainable, and effective, enabling staff and volunteers to continue delivering vital services to the community.