

**Acorn Health and Safety  
Health and Safety Consultant/Trainer**

<b>Essential</b>	<b>Desirable</b>	<b>Useful</b>
A recognised qualification in health and safety (minimum of NEBOSH general certificate)	A recognised adult teaching qualification or willingness to achieve in six months	Experience of working with SME's
Car owner/driver	Ability to work flexibly including evenings and weekends to meet customer requirements	Experience of training delivery/consultancy in the public sector
Health and safety consultancy experience including risk assessment policy development	Additional skills in the area of first aid, manual handling and fire safety	Experience in environmental health and safety
Availability to work full time	Knowledge of Microsoft PowerPoint	Experience of using ACT database systems
PC literate	CIEH approved trainer status	
Ability to work without direct supervision	Experience of developing training programmes	
A commitment to acquire new skills to meet both personal and business goals	Membership of the IIRSM or IOSH	

## **Key roles and responsibilities**

This is a new post and therefore the following is intended to provide an overview of the job role however candidates will be required to work flexibly to meet the needs of the business.

### **Candidates will be responsible for:**

- The delivery of both accredited and non-accredited health and safety training programmes to a broad and varied audience depending upon experience.
- Using their own transport to travel to venues across the South West, typically within a fifty mile radius of Bristol but on occasions further.
- Providing health and safety advice to clients/potential clients face to face, over the telephone or via email
- Developing policy documents, written procedures, risk assessments, checklists, toolbox talks and similar documentation in response to clients needs
- Supporting clients who subscribe to our retained consultancy service
- Supporting others members of the team as reasonably required
- Contributing to our monthly newsletter, web articles
- Update and maintain a variety of courses including lesson plans, course programmes, presentations and other course materials as required
- Design new courses including lesson plans, course programmes, presentations and other course materials as required and to meet the needs of both customers and the business
- Ensuring the health and safety of themselves and others whilst at work and follow company policies and procedures at all times

### **The successful candidate will also be required to:**

- Attend ongoing training and development courses/activities to meet personal, professional and business needs as required
- Attend staff meetings, 1:1's and other meetings as required including occasional participation at networking events and other business seminars
- Behave in a professional and responsible manner

**Base** Acorn Health and Safety  
Tower Lane Business Park  
Tower Lane  
Bristol, BS30 8XT

**Title** Health and Safety Advisor/Trainer

**Hours** Hours will be worked flexibly to accommodate the needs of the company

**Salary** £18 - £24k depending upon qualifications and experience

**Application process**

Please forward a copy of you CV, together with a summary of your experience to Danny Street at the above address. Should you require further information or if you would like an informal discussion please call 0845 257 1231

**The closing date for all applications is the 29<sup>th</sup> February 2008**

Interviews will be held the first week in March