

Greater Manchester Hazards Centre (GMHC) is recruiting for a Communication Worker.

GMHC is a not-for-profit organisation which campaigns, lobbies and advises workers on occupational health, safety and welfare issues. GMHC produces fact sheets and information packs; sets up and supports health and safety campaigns; raises awareness; co-ordinates a network of health and safety representatives in the North West; organises an annual national conference for Health and Safety Reps on behalf of the Hazards Campaign.

We need a skilled and experienced communicator to raise our profile and increase our reach.

Working directly with the Hazards Centre co-ordinator you will play an important role in ensuring that our existing and new contacts are kept informed about vital health and safety issues for workers and that we build a strong on-line community.

What you will be doing?

You will

1. Raise the profile and reach of GMHC on social media
2. Liaise with the national Hazards Campaign to ensure that our communications and online platforms include the most up-to-date information and resources
3. Assist in planning multi-media campaigns on social media platforms including face book, twitter, Instagram, youtube
4. Contribute to delivery of multi-media campaigns/training and track performance
5. Help produce and circulate our newsletter, press releases and blogs
6. Help produce content for our websites and app
7. Provide admin and organisation support for our annual national Hazards Conference and GMHC events throughout the year
8. Help to maintain our websites, app, mail lists and contacts
9. Keep up to date with technologies used in social media

The Knowledge / Skills we require are:

Knowledge

Essential

- a. Excellent knowledge and experience of social media platforms including face book, twitter, Instagram, youtube etc
- b. Familiar with web page design and maintenance of websites

Desirable

- c. Knowledge of the trade union movement in the North West
- d. Knowledge of occupational health and safety

Skills - Essential

You should:

- be able to multi-task
- be organised
- be self-motivated
- have good communication skills
- have good time management skills
- be able to build relationships and be a team worker

Contractual / Employment Issues

This is a summary of the main issues. The full detail of the Terms and Conditions of Employment will be given on appointment.

1. Working Hours. The job is for 10 hours per week. It may include some very occasional evening and/or weekend work. If this means working additional hours, no overtime will be paid, but time off in lieu will be given. The way that the hours are worked is flexible and subject to negotiation with the job holder. The number of hours is subject to review and possible increase.

2. Length of Contract. 18 months subject to review and possible extension. There will be an initial probationary period of 3 months.

3. Salary. £15 per hour (until 31st March 2024, then subject to same percentage or flat rate rise as other GMHC workers)

4. Holidays. Annual leave is 5 weeks (that is 5 x 10 hours), plus official public holidays. In addition, the office is closed between Christmas Day and New Years Day.

5. Sick Leave. There is no paid sick leave during the first 3 months of employment. After 3 months' employment: 1 month full pay plus 1 month half pay. After 15 months: 2 months full pay plus 2 months half pay. After 27 months: 3 months full pay plus 3 months half pay.

6. Maternity, Paternity / Partner Leave and Pay. This will be according to statutory provision.

7. Special Leave. There is provision for special leave, compassionate leave, and dependant care leave by agreement with the Management Committee (details are included in the Statement of Terms and Conditions of Employment).

8. Travel and Subsistence Expenses. Actual expenses by bus and train; car allowance of 45p per mile. Meals will be paid for at reasonable cost when working away from Greater Manchester.

9. Pension. There is a pension scheme, run by the government approved NEST organisation. Current contributions are 3% of gross salary from the employer and 5% of gross salary from the employee (that is, 4% from the employee plus 1% tax relief). GMHC can enrol the job holder into the NEST pension scheme if requested.

10. Workspace. The job holder will be asked to hybrid work, working mainly from home or suitable workspace with occasional days at the Greater Manchester Hazards Centre office in Manchester.

11. Trade Union Membership. All employees are expected to join an appropriate trade union.

12. Management / Supervision. Management/supervision is carried out on behalf of the GMHC Management Committee by the GMHC Coordinator.

13. Equal Opportunities. GMHC complies with the Equality Act 2010. We believe in fair treatment of all our employees and commit to promoting diversity in our employment practices. We expect all employees to comply with our Equality Policy.

14. Covid: GMHC has a Covid risk assessment and mitigation policy in place.

GMHC April 2023