

## **Advertisement**

### **Coordinator (Job Share) for Greater Manchester Hazards Centre**

Greater Manchester Hazards Centre (GMHC) needs someone to job share with the existing half-time Coordinator. We are looking for someone with knowledge and experience of workplace health and safety issues and of the trade union movement. This is a permanent post subject to continued funding for GMHC.

GMHC, established in 1987, is a not-for-profit organisation which campaigns, lobbies and advises workers on occupational health, safety and welfare issues.

Working with the current half-time GMHC Coordinator, you will plan, organise and implement GMHC's campaigning work on health and safety issues. You need good knowledge of health and safety at work and training/presentation, administrative and organisational skills to plan and deliver the range of work.

You will:

- respond to enquiries from individuals and trade unions on all aspects of occupational health and safety;
- make presentations and develop, recruit to and deliver training sessions for trade union conferences and events, trade union education courses and for other campaigns and organisations;
- produce resources including information sheets, exhibition and display materials, newsletters
- publicise GMHC's work using press releases, blogs and social media;
- organise meetings and events on health and safety issues, including for International Workers Memorial Day on 28<sup>th</sup> April;
- organise the annual Hazards Conference for about 250 trade union health and safety representatives;
- ensure that our existing and new contacts are kept informed about vital health and safety issues for workers and build a strong on-line community.

Hours: 17.5 hours per week and flexible to suit GMHC's requirements except that either a Monday and/or a Friday must be included.

Salary: £20,981 a year based on full-time gross salary of £41,962.

Work Base: The worker will be based at their home and in the GMHC office in Manchester, but will also be required to attend meetings, events, conferences etc anywhere in the UK as necessary.

We welcome applicants from diverse backgrounds / groups / experience and including any applicant with any protected characteristics under the Equality Act 2010.

**Closing date:** Wednesday 3<sup>rd</sup> September 2025

**Interview date:** in person in Manchester, Thursday 11<sup>th</sup> September

For Application Form, Job Description and further information, please contact: Caroline Bedale (Treasurer of GMHC) on [c.bedale@btinternet.com](mailto:c.bedale@btinternet.com) Please do NOT send a CV or other information – please fill in the Application Form.