

# **Greater Manchester Hazards Centre Coordinator**

## **Job Description**

### **Introduction**

Greater Manchester Hazards Centre Ltd (GMHC) provides advice, information and campaigning on occupational health and safety. Campaigning for improvements in health and safety for workers is, and always has been, central to the work of GMHC. GMHC is funded from a number of sources, primarily through Trade Union sponsorship, affiliations and donations, organisation of the annual Hazards Conference on behalf of the national Hazards Campaign donations from individuals and fees for pieces of work.

GMHC was established in 1987 and is a limited company with a management committee of the directors. It currently employs 2 job share half-time coordinators (17.5 hours per week each). GMHC also employs the three workers of the Greater Manchester Asbestos Victims Support Group (GMAVSG). This is a registered charity which is governed by a Board of Trustees. The GMAVSG work is inseparable from the wider work and aims of GMHC.

GMHC has an office in Manchester and all employees work co-operatively together. Since the Covid-19 pandemic, all the workers have worked mostly from home. It is expected that the new worker will live in the North West, and be available to attend the office as necessary (particularly to discuss and share work with the other worker) and to go to meetings / events anywhere in England and Wales, although most of the work will be done from home.

This post is offered as a half-time (17.5 hours per week) job share with one of the current half-time coordinators, as the other person is retiring at the end of September. It is a permanent post so long as funding is available. The person appointed will work alongside the other GMHC worker to share the duties below.

### **Job Summary**

The coordinator's post is responsible for managing and delivering the work of GMHC, which includes:

- a. Campaigning on occupational health and safety issues
- b. Project work to fulfil requirements for grants or for fees for work mainly for trade unions. A current example is work on the climate emergency and its impact on the working environment and on workers' health, including air quality, ventilation and heat (which also builds on work done during the COVID pandemic). Other examples are training and organising sessions ranging from working in heat to mitigating the impact of the menopause at work, dealing with violence and sexual harassment at work, organising to reduce stress at work.
- c. Responding to enquiries on all aspects of occupational health and safety from England and Wales, not just the North West (there are a limited number of direct enquiries)
- d. Speaking at TUC stage 1, 2 and 3 health and safety courses and meetings and conferences / events organised by trade unions and campaigning organisations.
- e. Organising the annual Hazards conference on behalf of the Hazards Campaign ensuring conference outcomes are met.
- f. Maintaining the profile and providing the secretariat for the national Hazards Campaign

- g. Promoting and co-ordinating International Workers Memorial Day and organising the local IWMD event in Manchester and other specific events as appropriate.
- h. The workers do their own administrative work, event admin (offline and online), database/ contact info, admin around travel/ bookings/ supplies, website and email, minutes of meetings, liaising with the Treasurer and other members of the Management Committee.

## **Main Duties**

*The numbers give the main duties, the bullet points give more details of requirements*

### **1. Campaign on occupational health and safety issues**

- Develop campaigns and promote the work of GMHC
- Produce and distribute specific information on topical issues
- Organise and participate in events and demonstrations,
- Use wide range of media including press releases, speeches, articles, radio, TV, newspapers, blogs, tweets and Facebook and other social media posts to campaign
- Speak and make presentations across the UK on health and safety for workers and how to campaign for improvements, for example trade union branch meetings, Trades Councils and other organisation events, TU/TUC training courses
- Develop, recruit to and deliver training sessions on workplace health and safety issues for trade unions (at national, regional or branch level) and for other campaigning organisations
- Develop partnerships with other organisations and groups
- Support campaigns on health and safety in UK, EU and globally
- Produce materials for exhibitions, meetings, conferences and events

### **2. Staff the GMHC office and public phone line**

- Provide information and assistance by telephone, zoom and in person to individuals and organisations in relation to occupational health and safety issues
- Refer to other agencies such as trade unions, solicitors, other campaigns as appropriate

### **3. Maintaining and Using Information**

- Write reports on a range of issues relating to health and safety for workers
- Maintain databases of contacts
- Maintain case files for individual enquiries
- Update the GMHC website, the Eliminating Toxic Hazards website and the Training Safe app.

### **4. Development of the work programme**

- Set out and develop the annual work programme
- Work with the other worker, the management committee, GMHC affiliates and relevant groups a) to develop a funding strategy, b) to develop workplace occupational health and safety policies, and c) to improve the service provided by GMHC
- Work with Hazards Campaign to extend and expand links between social justice campaigns and the Hazards movement.

## **5. Management and Reporting**

- Report to the GMHC management committee as required
- Liaise and cooperate with GMAVSG workers on mutual aspects of the work to fulfil the wider aims of GMHC
- Provide reports of work undertaken for any grant making bodies

## **6. Organise annual International Workers Memorial Day and other events to promote health and safety at work**

- Organise the annual IWMD event in Manchester and support other IWMD events online and in person
- Produce exhibition for IWMD in locations such as People's History Museum and Working Class Movement Library
- Update 'The Whole Story' for IWMD, produce information sheets, maintain the list and stories of people who have died during the year because of work
- Stimulate, support and co-ordinate public meetings and events
- Produce materials and resources to inform and promote events
- Organise/attend demonstrations calling for improved occupational health and safety

## **7. Organise GMHC meetings**

- Quarterly meetings of North West Trade Union Safety Reps
- Quarterly meetings of GMHC Affiliates
- Regular meetings of the North West Joint Trade Union Covid Action Group

## **8. Maintain the profile/lead of the Hazards Campaign**

- Provide the secretariat for the national Hazards Campaign, organising and chairing up to four meetings per year
- Contribute to developing strategy for Hazards Campaign and maintain its profile
- Co-ordinate information exchange between members of Hazards Campaign and others via email lists
- Maintain and extend the network of contacts, locally, nationally and internationally
- Identify new organisations/activists and opportunities with whom to work on aspects of workplace health and safety and social justice
- Help to support local Hazards groups across the UK
- Ensure that the Hazards Campaign website and social media campaigns are kept up to date.

## **9. Organise the Hazards conference on behalf of the Hazards Campaign**

- Raise sponsorship
- Organise content of programme – arranging speakers, workshops, facilitators conference meetings, exhibitions
- Organise logistics to ensure successful conference – promoting it through trade unions, registration of delegates, liaison with the venue, onsite organisation

## Person Specification

(Qualities/Skills/Experience)

Applicants will be short-listed on the following specifications and should refer to them in their application.

<b>ESSENTIAL CRITERIA</b>	
Knowledge and experience of occupational health and safety work	Application form Interview
Knowledge and experience of the trade union movement	Application form Interview
Ability to communicate clearly orally and in writing	Application form Interview
Ability to work within a small team and on own initiative	Interview
Willingness to travel throughout North West and occasionally elsewhere. Practically this means being a car driver and having access to use of a car.	Application form
Ability to use word processing, basic databases, spreadsheets, PowerPoint, desk top publishing	Application form
Presentation and training skills	Interview
Experience of organising campaigns (national, local, community groups, political, environmental, etc)	Application form Interview
Capacity to relate to people from a range of backgrounds with ease and sensitivity	Interview
Experience of liaison with range of statutory agencies and voluntary sector organisations	Application form Interview
Experience of providing advice to individuals and organisations	Application form Interview
Experience of using range of social media for work or campaigning, e.g. X (twitter), Facebook, websites, LinkedIn, podcasts, other social media	Application form Interview
Willing to work in a 'hybrid' way: organising events, arranging and holding meetings in person or online by zoom / teams	Application form Interview
Administrative skills/ abilities, including own admin, event admin (offline and online), database/ contact info, admin around travel/ bookings/ supplies, website and email/ admin, meeting minutes, liaising with the Treasurer, policy etc	Application form Interview
Experience of speaking at conferences and meetings	Application form Interview
Experience of working with media –writing press releases, giving interviews	Application Interview