

Events Safety Operative (Annualised Hours)

Where Manchester meets the world...

Manchester Central is an award-winning, globally renowned venue in the heart of one of the world's most vibrant cities. This iconic convention centre offers world class flexibility and state-of-the-art facilities that provide a dynamic venue for some of the world's leading conferences, exhibitions and events.

It is fundamental to our continued business growth that we have a compelling people strategy to help us realise our challenging company goals. This role will play an important part in sustaining our continued business growth.

Event Safety Operative (Annualised Hours)

Competitive hourly rate of £9.50 per hour.

Manchester Central is pleased to announce a new vacancy within the Events Safety Team on an annualised hours basis. As an Events Safety Operative, you will be responsible for supporting the Events Safety Team in the effective delivery of Manchester Central's first aid services to exceptional standards.

The Event Safety Operative would be responsible for providing immediate, lifesaving, medical care and support, ensuring that all aspects of the operation are being carried out safely and within the legal guidelines. You will support the Health, Safety and Sustainability Advisor with the day to day management of the first aid service, including treating patients, managing stock and first aid equipment, venue walkarounds and evacuations, as well as assisting with other relevant health and safety tasks as required.

This role would suit an experienced first aider, who is looking for a new challenge within the events industry. You will need to be enthusiastic and personable with a genuine passion for delivering quality service.

As with all our roles, there will be a multiskilled element to your job and you will be able to adapt to working with relevant departments in a safe and professional manner line with our company policy and procedures. This is a great opportunity to make an impact within a world-renowned conference and events venue.

Your duties and responsibilities will include but are not limited to:

- Providing all first aid provision from event build to event breakdown
- Recording and logging all accidents and incidents accurately
- Working with Venue Event Managers, providing safety and support and distributing safety equipment and signage
- Assisting in the evacuation of the building in the event of an emergency
- Inspecting, managing and maintaining the venues first aid kits, in particular eye wash stations and defibrillators
- Conducting daily venue walkarounds, checking all fire exits, safety signage and equipment.
- Conducting regular site safety inspections monitoring the levels of safe working practices in accordance to current H&S Legislation
- Co-ordinating the cleaning and provision of the first aid room and its facilities.
- Creating a daily event safety report, detailing any incidents issues or concerns.
- Assisting the Events Safety Team with internal audits and inspections, and administrative duties.

The ideal candidate will have:

- First Aid at Work Level 3 Qualification

- Experience of administrating First Aid treatment
- High levels of accuracy with good attention to detail
- Ability to work to tight deadlines
- Ability to effectively utilise IT applications and systems including Excel and Word

You must:

- Be passionate about delivering the highest levels of service with a desire to learn, work hard and progress
- Have excellent communication skills across all departments in order to build strong relationships
- Be self-motivated and to work effectively as part of a team

To apply for this exciting opportunity, please send a CV and covering letter including details of your current salary and two references to:

Ref: Events First Aider (Annualised Hours)

FAO: HR Team

Email: careers@manchestercentral.co.uk

Closing date for applications: 2 December 2021 (5PM) We reserve the right to bring this date forward if a sufficient number of suitable applications are received.

Manchester Central is an equal opportunities employer. All applicants who meet the essential criteria and identify as having a disability in their covering letter will be guaranteed an interview



**Manchester
Central**

JOB DESCRIPTION

Event Safety Operative

SALARY:	Hourly rate will apply
HOURS	Annualised hours - ?? per year
WORKING PATTERN	As and when required
LOCATION AND BUSINESS AREA	Manchester Central Convention Complex – Health & Safety
AIM OF THE ROLE:	To provide first aid to someone who is ill or injured, before help from a medical professional is available. A first aider gives this immediate help, whilst making sure that they and anyone else involved are safe.

MAIN PURPOSE OF THE ROLE

As a first aider at Manchester Central, you will be required to provide immediate, lifesaving, medical care. This could include performing procedures such as:

- Assessing casualties and finding out the nature & cause of their injuries
- Placing an unconscious casualty into the recovery position
- Performing Cardiopulmonary resuscitation (CPR)
- Using an automated external defibrillator (AED)
- Stopping bleeding using pressure and elevation
- Keeping a fractured limb still
- Arranging for further medical help or other emergency services to attend

MAIN AREAS OF RESPONSIBILITY

- To provide first aid provision during event build, event live and event breakdown.
- To ensure that all accident and incident reports are completed and recorded in true fact.
- To inspect, manage and maintain the venue first aid kits, eye wash stations and defibrillators.

- To work with venue event managers, providing event safety support and distributing safety equipment and signage as required.
- To conduct daily venue walkarounds, checking all fire exits, safety signage and equipment.
- To assist in the evacuation of the building in the event of an emergency.
- To liaise with the ambulance service, and other emergency services when required.
- To conduct regular site safety inspections to monitor levels of safe working practice in accordance with current H&S legislation.
- To coordinate the running, cleaning & provision of the first aid room and its facilities.
- To create a daily event safety report, detailing any incidents, issues and concerns.
- To assist the health and safety team with internal audits and inspections.
- To assist the health and safety team with administrative duties, as required.
- This job description is not intended to be either prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility at the time of writing.

General Responsibilities

- Promote Manchester Central in a positive and professional manner at all times.
- To operate in accordance with Manchester Central's policies and procedures.
- To undertake any other duties, relevant to your skills, which may from time to time be deemed necessary.
- To be aware of issues of equality and diversity and to understand and be sensitive to cultural differences.
- Take all possible steps to ensure a safe working environment for yourself and others.

Person Specification

Education and Qualifications	Essential	Desirable
Level 3 First Aid at Work	X	
Level 3 First Response Emergency Care (FREC 3)		X
Experience		
Experience of administrating first aid treatment	X	
Experience of working in a similar environment		X
Experience of working with sensitive and/or confidential information	X	
Knowledge of the Health and Safety at Work Act and other relevant legislation		X
Skills		
Excellent administrative skills, with the ability to maintain detailed and accurate records	X	
Proficient IT skills including Microsoft Office	X	
Excellent communication skills, both written and oral	X	
Ability to work well under pressure, in a fast-paced environment	X	
Personal Attributes		
A team player but able to work under own initiative	X	
Proactive – has a “can do” attitude and ability to organise and prioritise.	X	
A willingness to undertake further training as required to progress your development.	X	