



## Event Safety Supervisor

### Manchester Central Convention Complex

Manchester Central is an award-winning venue in the heart of one of Europe's most vibrant cities; our vaulted arches and station clock have made our venue an iconic city feature for more than 140 years.

Our experienced team of professionals lead the industry with unrivalled service standards to help our clients create engaging, memorable experiences at events of all shapes and sizes.

### Your Role

**Competitive salary up to £26,000pa / 25 days holiday plus bank holidays / contributory pension scheme / discounted car parking**

Reporting directly to QSHE Manager, this role is working on a full time (annualised hours), permanent basis.

This role combines both the need for health & safety knowledge and first aid competence (FREC 3) to support the varied events and business operational needs

We recognise that skills, experience, and potential come in many forms, and we encourage you to apply if you see a strong alignment between your abilities and this opportunity - even if you don't check every box. We are committed to building a diverse and inclusive team and value different perspectives and backgrounds.

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

- Supervising and developing the event safety team.
- 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 with current H&S Legislation
- Ensuring the first aid room and its facilities are maintained to best practice medical standards
- Completing daily event safety report, detailing any incidents issues or concerns.
- Completing internal audits and inspections, and certain administrative duties.

The ideal candidate will have:

- Level 3 First Response Emergency Care (FREC 3) Qualification
- Experience of administering First Aid treatment
- Good knowledge of H&S principles
- 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 written and verbal communication skills in order to build strong relationships
- Be self-motivated and to work effectively as part of a team

## Apply

To apply for this exciting opportunity, please send a CV to:

Ref: Event Safety Supervisor

FAO: HR Team

Email: [careers@manchestercentral.co.uk](mailto:careers@manchestercentral.co.uk)

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.

# Job Description

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## Event Safety Supervisor

<b>Salary:</b>	£26,000pa
<b>Hours:</b>	37.5 hours per week - Annualised
<b>Working pattern:</b>	Monday to Sunday, 5 days out of 7.
<b>Location and business area:</b>	Manchester Central Convention Complex – QSHE
<b>Aim of the role:</b>	This is a dual role that oversees the day-to-day performance of the Event Safety Team, providing leadership support and staffing assistance, as and when required to ensure health & safety support before, during and after an event at MCCC Secondly providing 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
<b>Directly responsible to:</b>	QSHE Manager
<b>Directly responsible for:</b>	N/A

## 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

As well as providing first aid, you will also be responsible for supporting the venue health and safety team with supervisory roles including completing the daily rota, workplace inspections, daily safety reports and ordering first aid equipment.

## Main areas of responsibility

- To provide first aid provision as and when needed during event build, event live and event breakdown.
- To ensure that all accident and incident reports are completed and recorded in true fact.
- To complete event safety team rotas, ensuring there are always a sufficient number of first aiders on site.
- To supervise and develop the current event safety team.
- To stock check and maintain all first aid equipment and order as required.
- To inspect, manage and maintain the venue first aid kits, eye wash stations and defibrillators.
- To work with venue event managers, providing event Health & Safety support and distributing safety equipment and signage as required.
- To conduct daily venue walkarounds, checking all fire exits, safety signage and equipment and reporting any venue infrastructure issues through the venue Helpdesk platform.
- 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.

## About us:

Our purpose is to connect people, ideas, and business through meaningful and rich experiences.

Our customers choose Manchester Central because of the experiences we help them to create. We help them to make something happen – the energy and connection that creates memories.

We help them to grow their businesses – connecting with their customers, partners, suppliers, and employees. We bring people together to share ideas and make plans. We pay attention to the details so our clients can pay attention to their guests. What makes us different is the creativity, professional delivery expertise and passion of our team.

## The qualities of our people:

Our people are pretty fabulous. They really love our industry, our customers, and what we do. We have high expectations of each other and live up to the standards we've set.

The people who are happiest working for us want to get stuck in and make things happen for a great purpose. They want the challenge of a fast pace, lots of energy and a great team to work with.

We are a special group who have chosen to work together, and we share these characteristics:

- **Expert & specialist**  
We're highly respected and super proud of our level of expertise – making the complexity of what we do look effortless.
- **Flexible**  
We're all about innovation and trying new ways to create experiences for customers. We're really flexible to meet our customers needs.
- **Positive and energetic**  
There's a great energy across the business and sense of teamwork - it feels like a family. We have fun at work and there's plenty of social activity.
- **Ready to grow**  
Careers are important to us too – some of our senior leaders started out as team members and then progressed their careers.  
If people move on from working with us, they'll always have improved their skills and experience along the way.
- **Committed**  
Our people show huge levels of commitment for our customers, and they're determined to get the job done. Events always build up to a crescendo of activity, so it's not always easy. Even when there's pressure it's still a great place to work.

We have a Code of Conduct sets out the right way to do business at Manchester Central. The reputation and integrity of our business is based on all of the decisions we've made, the way we manage our business and what we deliver. These actions and decisions have built up the trust we've earned with our customers, suppliers, communities and colleagues.

Our people pay attention to respect in our workplace, doing the right thing and safeguarding our company and each other.

## Person Specification

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