

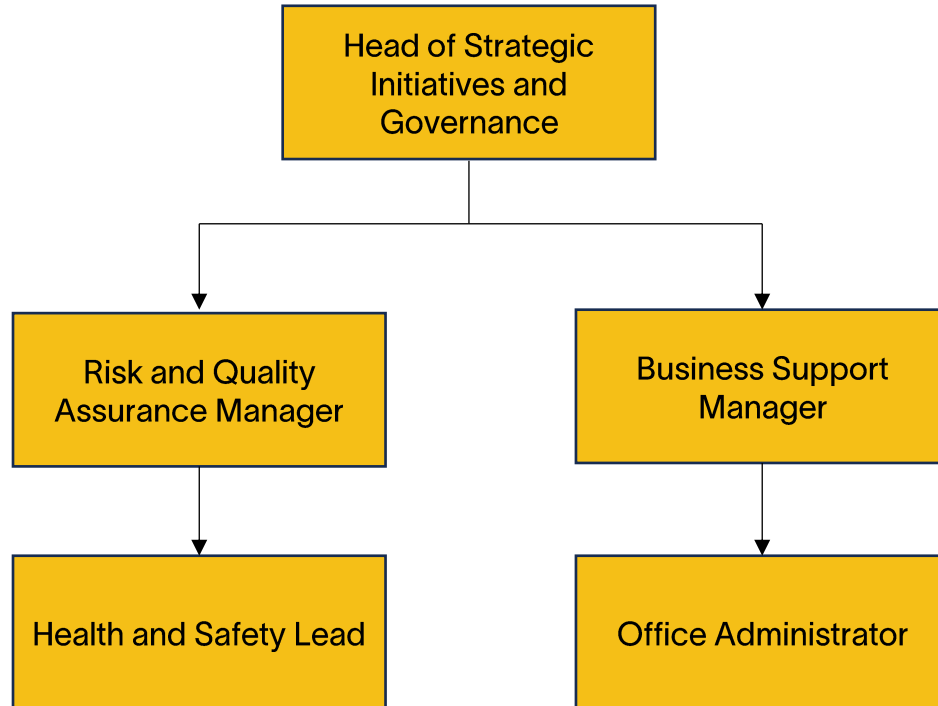
# Right There

Job Pack  
Health and Safety Lead  
(February 2026)

Preventing  
homelessness,  
one person  
at a time

# Job Purpose

## Health and Safety Lead



To lead and manage all aspects of Health & Safety across the organisation, ensuring compliance with legislation, safeguarding employees and people we support, and promoting a culture of safety and well-being.

This role encompasses people-focused responsibilities, property safety, strategic planning, and organisational health initiatives. It includes developing robust frameworks, policies, and training programs to embed best practice across all areas of the organisation.

The post holder will work collaboratively with internal teams to drive continuous improvement, foster a proactive safety culture, and ensure resilience in the face of emerging risks. Where required, the role may also involve creating guidance and training resources for external partners to support sector-wide standards and evolving business needs.

In addition, the position will contribute to organisational strategy by anticipating future regulatory changes, integrating innovative approaches to health and safety, and aligning with broader sustainability and wellbeing objectives.

# About Right There



We are Right There, a charity celebrating our 200th anniversary in 2024. We provide tailored support for people, at home, and in the community. We are here for people who are living with the effects of homelessness, poverty, addiction, or family breakdowns. Last year we supported almost 4,000 individuals, helping to prevent them from becoming homeless or separated from the people they love.

We are here to offer the right support at the right time, including breaking down financial barriers; accessing the private rental market; linking up with local health, employment and training services to help people make connections within the community; and, helping people feel happier, safer, and more confident to take steps to improve their own lives.

Every person's story is unique, and everyone's route home is different, so we tailor our response to the individual. We want to challenge stereotypes – it doesn't matter what the situation is – we're not here to judge, only to help.

Our approach is about creating trusting relationships and nurturing people's strengths, and our 200 dedicated staff, mentors and volunteers play a crucial role in this.

# Our key areas of focus



## For People

We provide tailored support for children and adults to help individuals and families feel happier, create stronger bonds and stay together.



## At Home

We provide safe and supportive places to call home for people of all ages, from any circumstances, for as long as they might need it.



## In The Community

We provide the tools for people to live independently and build their lives within their community, creating their own safe and secure homes.

## **Our Vision**

A world where everyone has an equal chance to create a safe and supportive place to call home.

## **Our Mission**

We meet people where they are in life with no judgement; walking alongside those who need support, and preventing them becoming homeless or separated from the people they love.

## Values

At the heart of Right There is our values. And we are proud to live these every day; to be the best we can be for those involved in our work.

## Respect

We treat everyone the same way - with dignity and respect. You'll find no judgement here.

## Integrity

We take great pride in having high standards and transparency about our goals and progress as a charity.

## Compassion

We understand the importance of empathy, and the power of a shoulder to lean on.

## Aspiration

We believe firmly in the goodness in people; their strengths and what makes them unique.

## Reflection

We are always learning to be the best we can be.

# Main Role Responsibilities

## Compliance & Policy

- Develop, implement, monitor, and maintain Health & Safety (H&S) procedures and registers.
- Ensure H&S policies remain up to date and aligned with legislation.
- Monitor legislative changes and update policies accordingly
- Maintain COSHH risk assessment processes and incident reporting systems.
- Deliver monthly and quarterly compliance reports to SLT.
- Ensure accurate and timely RIDDOR reporting in line with legal requirements.
- Maintain and review compliance audit schedules and ensure timely closure of findings.
- Provide H&S assurance, insight and evidence to the Audit and Assurance function.
- Ensure H & S compliance with Care Inspectorate Core Assurances and SSSC regulations.

## Training & Development

- Develop and deliver advanced training programs (mental health first aid, ergonomics, crisis management).
- Ensure training records are audited and training gaps identified and closed.
- Coach managers on fulfilling H&S responsibilities and building a proactive safety culture.
- Embed a proactive safety culture through training and coaching initiatives
- Conduct root cause analysis for all significant incidents and implement corrective actions
- Deliver IOSH Working Safely courses and, if qualified, First Aid training.

## Incident & Risk Management

- Manage incident reporting systems and conduct investigations.
- Analyse H&S data to identify trends and proactively address risks.
- Drive near-miss reporting and ensure timely closure of corrective actions.

# Main Role Responsibilities

## Strategic Initiatives

- The implementation of H&S strategic initiatives aligned with organisational goals.
- Develop partnerships with external agencies, ensuring H&S compliance.
- Integrate technology for tracking incidents, compliance, and training.
- Lead emergency preparedness planning and drills.
- Champion cultural change initiatives to embed safety and well-being across the organisation.

## People Health & Safety

- Incorporate mental health and wellness programs into the H&S framework.
- Collaborate with HR and Managers to integrate H&S into performance and well-being practices.
- Provide support, oversight and assurance of organisational Risk Assessments.
- Ensure and maintain a bank of First Aid and Fire-Safety trained employees

## Property Health & Safety

- Conduct regular safety audits of facilities and processes.
- Ensure compliance with occupational health and safety standards.
- Review property-related accidents and implement preventive measures.
- Maintain updated maintenance and compliance records.

# Main Role Responsibilities

## Being part of the Right There Team

- Attend and participate in training and reflective practice and share learning experiences.
- Promote and represent Right There services positively.
- Be a proactive team member actively contributing to the property team development and improvement
- Have a high standard of professional integrity, work towards performance targets to achieve agreed result
- Participate in training, strive for continuous personal and professional development
- Adhere to Right There Policies and Procedures with feedback on the review of organisational policies and procedures and local guidelines
- Engage with any organisational initiatives or working groups
- Always apply safeguarding principles and maintain awareness of child protection and adult protection processes.

# Essential skills and experience



- Previous experience in a similar role
- IOSH or NEBOSH qualified
- Demonstrable knowledge of UK Health and Safety legislation and regulatory requirements.
- Experience in managing, monitoring and assuring Health and Safety processes, including risk assessment, incident monitoring and compliance
- Strong PC literacy with experience of extracting, collating and presenting performance data
- Experience contributing to internal audits, inspections and assurance activity
- Strong organisational skills, with the ability to manage multiple priorities and maintain accurate records
- Ability to work independently whilst contributing effectively to a team
- Intermediate Microsoft Office skills.
- A full valid driving license and access to a car for work purposes. (please note employees must hold insurance that covers both business and domestic use)

## Desirable skills and experience

- ✓ Auditor training or experience (E.g. ISO 4001, or equivalent)
- ✓ Experience supporting external inspections (e.g. Care Inspectorate)

# Role Details

**Contract:** Full time, permanent, 35 hours per week.  
**Salary:** SCP 35-38 (£39,681 - £43,079 per annum)  
**Reporting to:** Risk and Quality Assurance Manager

- Working hours are Monday to Friday between the hours of 9am and 5pm with 1-hour unpaid break.
- Your core place of work will be 15 Dava Street, Glasgow, G51 2JA but you will be expected to travel to our programmes and other offices.
- You may be required to work from such other place as the organisation may reasonably require from time to time.
- Annual leave entitlement of 210 hours holiday (equivalent to 6 weeks) pro rata per year in the first year rising to 280 hours (equivalent to 8 weeks) pro rata per year in the second. This includes public holidays.
- All appointments are subject to a minimum of a 12-week probationary period.
- You will be automatically enrolled into the People's Pension. Deductions will be taken from your salary in the month you will complete 3-months of employment
- It is the nature of the work of Right There that tasks and responsibilities are, in many circumstances unpredictable and varied. All employees are, therefore, expected to work in a flexible way when the occasion arises.

# How We Equip Our People to Thrive

## Contractual Benefits

- Opportunities to work flexibly around the needs of your programme.
- Above the Real Living Wage employer and paid overtime for Programme staff who are on rota to work over Christmas and New Year.
- Jury Duty tops-up on top of your allowance to equate to full pay.
- 6 weeks annual leave, rising to 8 after a year (plus you can purchase and sell up to 5 days).
- Contributory pension with the Peoples Pension from day one provided you meet auto-enrolment criteria. Employer and employee contributions are at 5%.
- Life insurance at 4 x your salary through YMCA Group Life Assurance Scheme.

## Development and Wellbeing Benefits

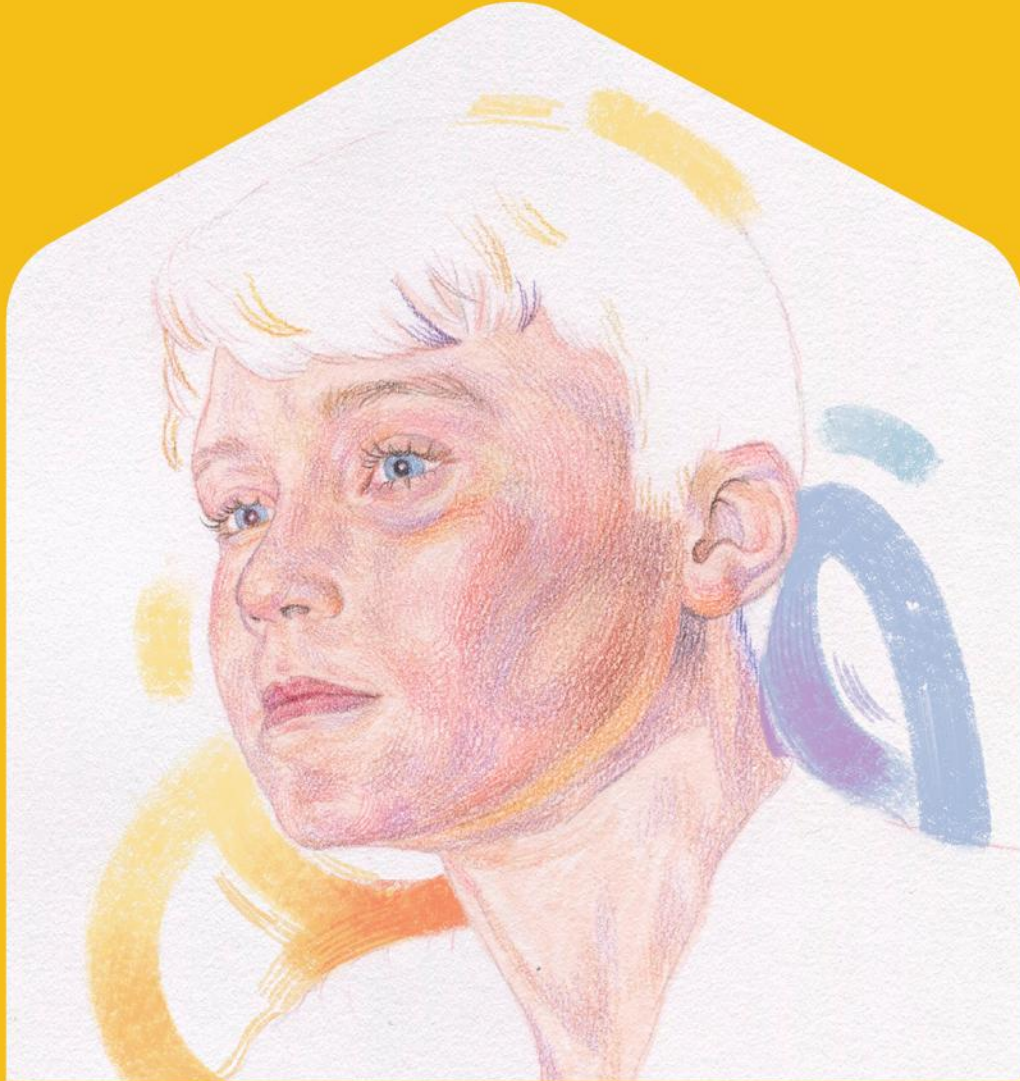
- 24-hour counselling and wellbeing services and self-care hub through Our Employee Assistance Programme and Wellbeing Hub.
- Free access to our Mentoring Platform where you have the opportunity to be mentored by an industry colleague or be a mentor – you could be both!
- Access to a range of development opportunities, such as being trained on our trauma informed [People First approach](#), and access to our annual plan of training and development relevant to your role and growth.
- For appropriate roles, funded SVQ 2, 3 and 4 qualifications.

## Enhanced benefits

- Enhanced maternity, adoption and shared parental leave with 26 weeks full pay and 26 weeks half pay.
- Enhanced paternity leave of 4 weeks paid leave.
- Up to 5 paid days for compassionate leave for the loss or serious illness of a loved one.
- For those who qualify, full pay for Neonatal care leave of up to 12 weeks (inclusive of statutory neonatal care pay).
- 2 weeks full pay for Parental Bereavement Leave.

## Additional Benefits

- Access to Health Shield, where you can set up a monthly payment plan to access additional wellbeing services, including GP Anytime, payment towards dental care, glasses, massages and physiotherapy.
- Cycle To Work Scheme – hop on your bike to feel healthier and save money.
- Glasgow Credit Union – join to receive offers on loans, savings and mortgages to people who live and work in the Glasgow 'G' postcode.
- Refer a Friend to come work with us and receive £100 (conditions apply)
- As a charity worker you can purchase a [Blue Light Card](#) for £4.99 for two years, offering you access to over 15,000 discounts with local, regional and national UK brands. These discounts are available online and in-store across many categories.
- [Company Shop](#) also offer discounted items to you within their stores
- Sign up for a chance to win free tickets to live events at [Concerts for Carers](#).



[www.rightthere.org](http://www.rightthere.org)  
[hello@rightthere.org](mailto:hello@rightthere.org)

Follow us search 'Right There':



**Thank you.**

**Good luck with your  
application.**

**For People.  
At Home. In the Community.**