

## SAFETY TEAM PEAK 2020 – ADMIN SUPPORT

### JOB DESCRIPTION

**Job Title:** Admin support to Safety Team

**Responsible to:** Deputy Safety Director

**Responsible for:** Pre-camp admin support to all Safety Team Leaders where required. Maintain records of Safety Team staff, Job descriptions, qualifications etc. and records of purchases, expenses etc. Minute Safety Team meetings. At Camp - Set up and maintain Safety Team office, work as a member of the Safety Team in undertaking its daily functions.

**Role:**

- ★ Communicate with all Safety team leaders to keep teams up to date with information
- ★ Liaise with Safety Team Manager to set meetings and deadlines etc.
- ★ Support Safety Team Manager and Team Leaders
- ★ Provide admin support to the Safety Team
- ★ To manage the Safety Team records of team meetings, expenditure, staffing etc. and to alert the safety team manager of issues arising
- ★ To ensure that appropriate procedures are in place to ensure records are maintained

**Mission and Policies**

To ensure that all the Peak 2020 Mission and Policies related to the Safety Team are implemented and adhered to.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Applicant)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Deputy Safety Director)

The above is not a definitive list, merely guidance on the layout and possible detail required. Each role will be different and the Job Description will need to be matched to individuals and their role.

For further guidance please contact: [amy.nicholson@peakcamp.org.uk](mailto:amy.nicholson@peakcamp.org.uk)