



Health and Safety Officer

Position Description

August 2025

Responsible to: The National Director

Location: Negotiable

Time allocation: 250 hours per year (this is an average of 4-5 hours a week, but it is very variable)

INTRODUCTION

Scripture Union New Zealand (SUNZ) offers leadership development, camps for children and young people, community programmes and innovative resources to help churches connect with children and young people in Aotearoa, New Zealand. We are a Christian charity which has operated in Aotearoa since 1880, and part of the Scripture Union International network which includes over 120 countries. Our by-line from Psalm 119 reflects our foundation on God's word as the light for our feet, he rama ki ōku waewae.

We support churches to help children and young people discover Jesus and become life-long disciples who serve the world around them.

In Aotearoa, SUNZ partners with many hundreds of volunteers leading and running our activities. We work alongside churches to encourage their work with children, young people and their families, and promote Bible engagement for all ages. We teach and practise regular Bible use and prayer as key parts of growing holistically as lifelong followers of Jesus.

We are firmly committed to honouring the principles of partnership, protection and participation inherent in Te Tiriti o Waitangi.

E ū pūmau ana a Scripture Union ki ngā kaupapa nunui o te noho kōtui tūturu, o te tiaki, me te whāinga wāhi o tētahi, o tētahi, ka takea mai i Te Tiriti o Waitangi.

More of the guiding principles of our work are outlined in our Values and Statement of Faith.

PURPOSE

The Safety Officer plays a crucial role in supporting a strong culture of safety and wellbeing across all Scripture Union New Zealand (SUNZ) camps, programmes and events where the responsibility is primarily Scripture Union's. This includes ensuring compliance with relevant legislation, managing risk proactively, and fostering resilience and awareness among staff, volunteers, and participants.

Responsibility Areas	Key Tasks
Health and Safety Compliance	<ul style="list-style-type: none"> • Ensure SUNZ activities align with New Zealand legislation and regulations. • Develop, review, and implement SUNZ safety policies and procedures. • Stay current with relevant legislation and advise on its implications for SUNZ activities. • Fulfill the role of Administrator of the Safety Management Online system of SUNZ ensuring timely communication is maintained at all times. • Pass on information on to the relevant managers and leaders.
Risk management	<ul style="list-style-type: none"> • Develop, maintain and communicate appropriate systems, policies and controls. • Identify potential hazards across camps, events and programmes. • Lead risk assessments for events, camps, and activities. • Ensure compliance across all camps, programmes and events and give permission to proceed for all camps, programmes and events. • Ensure incident and near-miss reporting systems are in place and used effectively including the support phone.
Incident Response and Review	<ul style="list-style-type: none"> • Assist in the response to incidents and accidents, including investigation and documentation. • Ensure and support continuous improvement through analysis and follow-up actions.
Liaison and Support	<ul style="list-style-type: none"> • Act as the key point of contact for safety-related matters across SUNZ camps, events and programmes. • Provide advice and support to staff and volunteers regarding their responsibilities in a timely way. • Liaise with external agencies (e.g. WorkSafe NZ, Civil Defence, emergency services) in consultation with the National Director.
General	<ul style="list-style-type: none"> • Provide incident and statistical reporting for staff and governance at the end of each camping season and as requested. • Provide assistance to the National Director as required • Participate in annual SUNZ ministry hui and other national events when required.

QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS

Qualifications and Experience

- Relevant qualifications in health and safety, risk management, or equivalent experience.
- Familiarity with and experience of the outdoor education environment in New Zealand.
- Experience in developing and implementing safety management systems.
- Practical experience of programming and holistic safety issues for children and youth engaged in a range of activities and environments.
- Ability to apply principles of safety and health across a wide range of environments and activities.
- Familiarity with accessing and evaluating online information related to risk management.
- Hold a clean, current unrestricted driver's license
- Ability to travel
- A New Zealand citizen, or holder of a valid residency and work permit for New Zealand

Knowledge

- Strong understanding of New Zealand health and safety legislation.
- A working knowledge of Scripture Union's ministry and work with children and young people.
- An understanding of and engagement with Scripture Union's ethos, working principles & theological stance.
- An understanding of New Zealand culture, schools and adventure camping with respect to educational, socio-economic; ethnic, and environmental issues.
- Ability to investigate, explore, and evaluate regulations and requirements that may affect Scripture Union.

Skills

Strategic Focus:

- Able to access and advise on best practice to meet internal and external risk management requirements.

Financial Management:

- Provide timely and accurate invoicing to Scripture Union.
- Keep clear records of time spent and work completed.

Relationship Management:

- Able to build and maintain constructive working relationships across all levels of the organisation.
- Able to network effectively with volunteers and staff and manage diverse relationships to ensure understanding and compliance.

Communication Skills:

- An able communicator with adults.
- Excellent skills and experience in training in one on one and group situations.
- Very good influencing and persuading skills.
- Well-developed presentation skills.

Technical skills:

- Ability to learn and utilise electronic risk management systems in particular SMO (Safety Management Online) or any other system SUNZ may use.

Intra-personal Skills:

- Self-motivated.
- Very good time management and record keeping skills.

- Able to prioritise tasks, focus and self-manage to achieve outcomes.
- Must be able to respect and maintain confidentiality as this role allows access to all the information entered into SMO (Safety Management Online).

Attitude:

- Enthusiastic about seeing people grow in their relationship with God.
- Concerned for young people and their holistic development.
- Have a passion for youth work and for experiential education.
- Commitment to, alignment with the Scripture Union mission, vision, ethos and ministry framework.

SUPERVISION

You are responsible in the first instance to the National Director.

The National Director will:

- Work with you to achieve the necessary compliance.
- Receive advice from you regarding policies and implementation of safety standards.
- Receive regular Safety Reports from you.
- Assist you in supporting staff and volunteer relationships and needs.

WORKING RELATIONSHIPS

The Health and Safety Officer will:

- Maintain regular contact with Ministry Leaders, the Operations Manager and other key staff.
- Provide the services expected in a timely and effective manner

Camp Facilitators

The North and South Camps and Children and Families Camps Facilitators will:

- Work closely with you to ensure all activities in their areas are compliant with requirements
- Ensure that volunteers have all the support related to the role that they require

The Health and Safety Officer will:

- Maintain close communication with the youth camp facilitators and Children and Families camp staff so that they have the information they need to ensure camping activities are successful

The Youth Camps Administrator and the Youth and Children and Families Administrators

The Administrators will:

- Provide all the information needed to enable you to carry out your task.
- Pass on information supplied by you to the appropriate leaders.

The Health and Safety Officer will:

- Maintain close communication with the Administrators so that they have the information they need to ensure camping activities are successful.

Volunteers

Most Scripture Union programmes and camps are organised by volunteer clusters. They are delegated responsibility for the development and ongoing support of designated programmes & camps, including recruiting and training team members. These relationships are vital and every effort must be made to ensure they are healthy. The Health and Safety Officer has an important role in assisting with this.