

## **Cork Simon Community: Health & Safety & Compliance Officer** **(<https://www.activelink.ie/node/115095>)**



### **Health & Safety & Compliance Officer** **Permanent Contract**

#### **Join Cork Simon Community and Make a Difference**

Cork Simon Community is the largest homeless charity in Cork. We work with men and women experiencing homelessness, supporting them toward independent living while promoting a fair and just society. Our work is rooted in the values of Community, Diversity, Social Justice, Voluntarism, Commitment to Care, and Inclusion, which guide us every day in creating a compassionate and respectful environment for both residents and staff.

#### **Why You'll Love Working Here**

At Cork Simon Community, we believe in supporting and empowering our staff while making a lasting impact. Our comprehensive benefits include:

- **Meaningful Work:** Make a real impact by helping to drive a strong safety culture in services supporting people experiencing homelessness.
- **Professional Development:** Excellent training opportunities and support to advance your expertise across compliance areas.
- **Remote Working:** Flexibility to work remotely for part of the week, depending on operational needs.
- **Autonomy:** Freedom to manage your own workload in a trusting and collaborative environment.
- **Well-being Programme:** Supports for physical, mental, and emotional well-being.
- **Private Pension Plan:** Secure your future with employer contributions.
- **Flexible Working Environment:** Flexibility in working hours, with the possibility of a 4-day week.
- **Generous Leave:** Five weeks of annual leave and a TOIL (Time Off in Lieu) system.
- **Positive Work Culture:** Welcoming, values-driven, and inclusive workplace.

#### **Your Role as a Health & Safety & Compliance Officer**

We are currently seeking a Health & Safety & Compliance Officer to join our team on a permanent basis. Reporting to the Head of HR, Governance and Compliance, you will be the go-to expert for health and safety matters across Cork Simon and South East Simon. This is a strategic and operational role with real impact—leading initiatives to promote a strong safety culture, supporting teams in meeting compliance obligations, and contributing to continuous quality improvement.

This role also involves providing support on other compliance functions such as GDPR and National Quality Standards Framework (NQS), with relevant training provided to support you in those areas.

#### **Key Responsibilities**

- **Health & Safety Leadership:** Promote safe working practices, conduct audits, ensure up-to-date safety statements, risk assessments, and fire safety measures.
- **Training & Oversight:** Organize health and safety training, lead quarterly H&S meetings, and support accident reporting and follow-up.
- **Compliance Support:** Assist with GDPR and NQS compliance, maintain risk registers, and handle subject access

- requests (DSARs).
- **Quality Assurance:** Support implementation and monitoring of quality standards (e.g., NQSF, HACCP), assist with audits and policy development.
- **Cross-Team Collaboration:** Partner with management, HR, property, and finance teams to ensure organisation-wide compliance.
- **Governance:** Contribute to reviewing policies, risk registers, and compliance metrics.

## Ideal Candidate Profile

### Experience:

- Minimum 2 years' experience in a health and safety or compliance role, ideally in social care, health, or service delivery environments.
- Experience supporting quality frameworks and regulatory compliance.

### Qualifications:

- Third-level qualification in Health & Safety Management (Level 8 preferred).
- Full clean driver's license and access to own transport.

### Skills & Attributes:

- Strong project management and communication skills.
- Ability to work independently and collaboratively across departments.
- Detail-oriented with strong IT and organisational skills.
- Committed, flexible, and motivated by social justice and safety excellence.

## How to Apply

Are you ready to make a difference? You can apply by submitting your CV and cover letter via email to [recruit@corksion.ie](mailto:recruit@corksion.ie) (<mailto:recruit@corksion.ie>). You can also visit our website a [www.corksion.ie/work-with-us](http://www.corksion.ie/work-with-us) (<http://www.corksion.ie/work-with-us>) **for more details.**

For informal enquiries about the role please contact Ursula Galvin, Head of HR, Governance & Compliance on **087 2120141** (tel:0872120141). Application Deadline: **Wednesday, 7th May 2025 at 5pm.**

*Cork Simon Community is committed to equality of opportunity.*

### Region

Cork

### Date Entered/Updated

15th Apr, 2025

### Expiry Date

7th May, 2025

### Attachment

[Health & Safety & Compliance Officer Recruitment Pack.pdf](#)

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KB

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