

Health & Safety Executive

About The Role

Title:	Health & Safety Executive/Advisor
Reporting to:	Veronica Torquemada, Purchasing Manager
Location:	The role can be based at any one of our 3 offices in Cheam, Kelvedon or Blackpool.

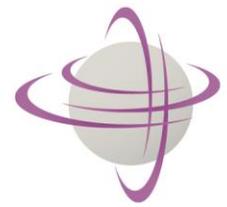
Are you ready to embark on a rewarding journey with Next Generation Travel Group? We're not just another company; we're the driving force behind the UK's most exciting educational travel brands. If you're someone who thrives in a collaborative and supportive environment, then you're exactly who we're looking for.

The main focus of this role is to lead on Health & Safety compliance across the NGT Group, ensuring alignment with School Travel Forum (STF) guidelines and adherence to the Package Travel Regulations (PTR) 2018. You will co-ordinate and carry out oversee audits, support safety-related communications across all brands.

What you can expect in return

- Full time role 5 days a week – 35 hours (3 options 8:00/8:30/9:00)
- Annual salary reviews linked to performance.
- Reward and recognition programme.
- Pension scheme after a qualifying period (we'll contribute 3%).
- Access to company funded Health and Mental Wellbeing resources.
- 25 days annual leave plus bank holidays.
- Up to 10 days un-paid leave can be requested (subject to approval).
- Training, development, and progression opportunities.
- Team events.
- Onsite car park and/or close to public transport at all 3 offices.
- A people focused, customer centric environment with an amazing support network. We have built an exciting, energetic, and innovative culture by working together.





What will your role look like

Role - Main Responsibilities

- Co-ordinate & assist with the collection of documentation for the annual NGT Group STF audit process each November, ensuring online submission is completed (Aug–Oct) and a “Pass with No Recommendations” is achieved across all brands.
- Conduct annual reviews of all Group Health & Safety policies (Aug–Nov), ensuring they are updated in line with STF guidance and signed off. This includes:
 - Health & Safety Policy
 - Safeguarding Policy
 - Sustainability Policy
 - Crisis Management Policy
 - LOtC (Learning outside the Classroom) Policy
- Monitor the administration of STF Standard Checklists & Onsite Audits for accommodation and transport providers and escalate any concerns.
- Ensure all audits are conducted in accordance with the Group’s Safety Management System and STF Handbook (Manager supervised):
 - All Accommodation Standard Checklists and Coach Checklists (UK and non-UK) must be assessed (desktop) and assigned an STF category – High, Acceptable or Unacceptable Conformity
 - ZOHO CRM and the Accommodation and Transport (UK and non-UK) reports will provide data for monitoring
 - An annual programme of audit visits will be identified through the Quality Forum and should be conducted in accordance with the STF Handbook requirements.
 - All Accommodation subject to Onsite Audit must be assessed and assigned an STF category – High, Acceptable or Unacceptable Conformity.
- Collaborate with Supplier Purchasing Managers to improve safety reporting and support accommodation administration tasks to enhance departmental efficiency.
- Keep the STF Handbook up to date with relevant changes.
- When the integrated IT system is fully operational, take responsibility for safety administration across all brands (accommodation and overseas coach).
- Ensure all internal and external safety processes comply with PTR 2018.
- Ensure all 3rd party supplier contracts are distributed and effectively file and store all signed contracts in the supplier database.
- As required, support the Purchasing Manager with administrative tasks.



Role - Additional Responsibilities

- Assist in identifying and implementing a consistent approach to SMS administration, audits, and reporting across the Group.
- Coordinate and minute the monthly Group Quality Forum meetings including monthly reviews of incidents, Out of office calls and Customer questionnaire feedback.
- Conduct onsite accommodation audits as required:
 - In-house assessors must have completed the STF New Accommodation Assessor Training (2 days, April and Oct each year), be signed off by an experienced assessor according to the STF Handbook regulations, and then complete refresher training every two years. Spot checks must be carried out three times a year to ensure consistency of auditing standards across internal auditors.
- Support Supplier Purchasing Managers in aligning H&S policy with supplier strategy.
- In collaboration with the Group Training & Development Officer, ensure relevant and timely H&S training is delivered.
- Manage completion of Provider Forms when requested by schools or LEAs.
- Track and ensure assessor training is up to date for accommodation and coach audits.
- Ensure risk assessments for activities and attractions are completed before first use and reviewed annually.
- Maintain and annually review the NGT Teachers' Guide to Risk Assessment (developed in conjunction with Evolve).

Are you the right person?

Essential skills required

- Understanding of health & safety legislation and industry-specific requirements (e.g. STF, LOtC, PTR 2018)
- High attention to detail, ideally with some experience in policy writing, compliance, and audit processes
- Excellent organisational and time management skills with the ability to work to fixed deadlines
- Confident communicator, able to liaise effectively with internal and external stakeholders
- Skilled in managing documentation and using digital platforms (e.g. Zoho, Excel, reports)

Individual - Useful Skills

- Previous experience within an Educational Travel business.
- Knowledge of the School Travel Forum standards and expectations
- Experience of coordinating projects across teams and brands
- Data analysis and risk categorisation

Individual – Essential Personal Attributes

- Proactive, self-motivated, and able to work independently
- Strong team ethic and willingness to support others
- Committed to quality, accuracy, and high standards
- Calm and resilient under pressure
- Enthusiastic about student safety, safeguarding, and continual improvement

If you're ready to take on a role where your ideas are valued, your efforts recognised, and your potential unleashed, then we want to hear from you. Join us in shaping the future of educational travel and be part of something extraordinary. Apply now and let's embark on this journey together!