

## Job Description: Health & Safety Coordinator

**Location:** 117 Finlay road, Horahora, New Zealand **Employment Type:** Part-Time (0.5 FTE / approx. 20 hours per week) **Reports to:** Camp Director

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### About Finlay Park

Finlay Park Trust is a registered charitable trust under the trading name Finlay Park Adventure Camp. It is owned by the Waikato Baptist Association. The Finlay Park Board of trustees oversees the running of Finlay Park, in cooperation with the Managing Director. The Managing Director is appointed by the trust board to run the organisation.

Finlay Park is located at the end of Finlay Rd, on the shores of Lake Karapiro in the heart of the Waikato. It was established in 1949 by the Waikato Baptist Churches to provide a place for people to come and experience God's creation. It operates 365 days of the year.

More information can be found at [www.finlaypark.co.nz](http://www.finlaypark.co.nz).

### BUSINESS AIMS

Vision, mission and objectives

- a) **Vision: Life Changing every time**
- b) **Mission:** To provide campers with a World Class adventure camp, showcasing the love of Jesus and the beauty of God's creation.

### About the Role

We are looking for a practical and proactive Health & Safety Coordinator to join our team. We operate a dynamic outdoor adventure camp that provides accommodation, catering, and high-energy adventure activities.

This is not a "tick-box" desk job. We need someone who understands that safety enables adventure. You will ensure we remain compliant with New Zealand legislation while maintaining the spirit of the outdoors. You will be responsible for our Safety Management System (SMS), our Maritime Transport Operator Plan (MTOP), and the management of hazardous substances on-site. There are opportunities to be involved in other areas as well.

This role is **0.5 FTE**. We offer flexibility to work from home for administrative tasks, but regular on-site presence is required to conduct audits, engage with staff, and oversee physical operations. Oversight is made easy through various digital tools and forms available on devices.

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## Key Responsibilities

### 1. Strategic Health & Safety Management

- Maintain and improve the Safety Management System (SMS) in line with the **Health and Safety at Work Act 2015**.
- Act as the primary point of contact for external safety auditors and regulatory bodies (WorkSafe, Maritime NZ).
- Chair the Health & Safety Committee and facilitate staff safety meetings.
- Manage the incident reporting system: investigate accidents/near-misses, determine root causes, and implement corrective actions.

### 2. Adventure & Outdoor Activity Compliance

- Oversee compliance with the **Health and Safety at Work (Adventure Activities) Regulations 2016**.
- Ensure all Standard Operating Procedures (SOPs) for land-based activities are current and being followed by instructors.
- Coordinate regular internal and external safety audits of equipment and activity sites.
- Coordinate with the Ministry team to ensure one of activities adhere to the regulations.

### 3. Maritime Safety (MNZ & MTOP)

- Manage the camp's **Maritime Transport Operator Plan (MTOP)** ensuring full compliance with Maritime New Zealand (MNZ) rules.
- Oversee the maintenance schedules and safety equipment for all vessels used for activities and transport.
- Ensure all skippers hold current and appropriate qualifications and participate in required drills.

### 4. Site, Facilities & Hazardous Substances

- **Hazardous Substances:** Manage the inventory and storage of hazardous substances (fuel, pool chemicals, cleaning agents) in compliance with EPA and WorkSafe requirements. Ensure Safety Data Sheets (SDS) are current and accessible.
- **Accommodation & Catering:** Oversee general site safety, including Fire Evacuation Schemes, building WOF compliance, and support the kitchen team with Food Control Plan health compliance.
- Coordinate contractor management processes for anyone working on-site.
- Coordinate with the asset manager to ensure all safety rules and regulations are adhered to.

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## Skills & Qualifications

## Essential:

- Proven experience in a Health & Safety role within New Zealand.
- In-depth knowledge of the **Health and Safety at Work Act 2015**.
- Experience or understanding of **Maritime New Zealand** rules and MTOP management.
- Strong administrative skills and the ability to work autonomously from home.
- Full New Zealand Driver License.
- The ability to communicate safety concepts to young, energetic outdoor instructors without being the "fun police."

## Desirable (High Priority):

- A formal Health & Safety qualification (e.g., NEBOSH, NZ Diploma in WHS, or level 4/6 equivalent).
- Experience in the Outdoor Education or Adventure Tourism sector.
- Knowledge of Hazardous Substances management (Certified Handler certificate is a bonus).
- Current First Aid certificate.

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## Collaborate with key stakeholders to maintain high safety standards, including:

- **Lead Instructor:** Managing SOPs and SAPs, conducting risk assessments for activities, and organizing staff training.
- **Asset Manager:** Assessing risks for facility tasks, maintenance projects, and related staff training.
- **Camp Director:** Providing regular reporting and safety updates.

## Structure & Benefits

- **Flexible Hybrid Model:** Structure your admin hours from home, with required site visits for physical inspections, staff training, and safety committee meetings.
- **Camp Culture:** Be part of a passionate team that loves the outdoors.
- **Use of Facilities:** Access to camp activities and equipment during downtime.
- **Professional Development:** Support for ongoing H&S training and maritime compliance updates.

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## How to Apply

Please submit your CV and a cover letter detailing your experience with New Zealand safety regulations—specifically regarding Adventure Activities and/or Maritime contexts to [gus@finlaypark.co.nz](mailto:gus@finlaypark.co.nz)

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