

Job Title: Apprentice

Are you inspired by challenging the status quo? Do you thrive in collaborative environments that drive results? If so, Gates could be for you.

Gates is a leading manufacturer of application-specific fluid power and power transmission solutions. We push the boundaries of material science to engineer solutions that continually exceed customer expectations.

Let's simplify it, think belts and hoses. Found in motorcycles, conveyor belts, cars, tractors, blenders, vacuum cleaners, bicycles, & 3D printers just to name a few. Because why not do it all?

Position Summary

The Modern Apprentice HSE Co-Ordinator will support the delivery of Health, Safety, Environmental (HSE) and Continuous Improvement initiatives across the Dumfries manufacturing facility. Working alongside the HSE Officer and operational teams, the role provides practical, hands-on experience while completing a recognised apprenticeship programme. The position supports compliance, employee engagement, environmental sustainability, and continuous improvement activities, helping to create a safe, efficient, and sustainable workplace.

We are offering a Modern apprenticeship in Occupational Health and Safety Practice which is inclusive of NEBOSH National General Certificate.

We also offer competitive Apprenticeship rates as well as the opportunity to join a fast-moving, highly technological industry where the opportunities available are dependent on the commitment and enthusiasm of the individuals.

Essential Duties and Responsibilities

Health, Safety & Environmental Administration

- Support the maintenance of risk assessments, safe systems of work, PPE assessments, and COSHH documentation.
- Assist in maintaining accident, incident, near-miss, and safety observation records.
- Support contractor safety administration and compliance documentation.
- Assist with environmental monitoring, reporting, waste management, and sustainability initiatives.
- Help maintain ISO 14001 and ISO 45001 management system documentation.

Training & Employee Engagement

- Support HSE induction programmes for employees and contractors.
- Assist in preparing training materials, safety communications, and awareness campaigns.
- Maintain training records and compliance tracking.
- Promote positive safety behaviours and employee engagement initiatives.

Continuous Improvement

- Participate in Lean Manufacturing, Kaizen, and Continuous Improvement projects.
- Assist with data collection, analysis, and reporting of HSE performance metrics.
- Support visual management initiatives and process improvement activities.
- Identify opportunities to improve safety, efficiency, and environmental performance.

Data & Reporting

- Maintain HSE databases, SharePoint systems, and electronic records.
- Support KPI tracking and monthly HSE reporting activities.
- Prepare management reports and presentations.
- Ensure accurate and timely entry of data into business systems.

Audits & Compliance

- Assist in preparing for internal and external audits.
- Participate in workplace inspections and safety reviews.
- Support the implementation and tracking of corrective actions arising from audits and investigations.
- Contribute to ensuring compliance with company standards and regulatory requirements.

Keys to Success

- Demonstrates a strong interest in Health, Safety, Environmental, and Continuous Improvement practices.
- Maintains a proactive and positive approach to learning and development.
- Strong communication and interpersonal skills.
- Excellent organisational skills and attention to detail.

- Ability to analyse information and solve problems effectively.
- Works collaboratively with colleagues across all levels of the organisation.
- Demonstrates initiative, accountability, and a commitment to safe working practices.
- Promotes a positive safety culture and continuous improvement mindset.

Supervisory Responsibilities

- No direct supervisory responsibilities.
- Supports site-wide HSE and Continuous Improvement initiatives through collaboration and engagement with departmental teams

Requirements and Preferred Skills

Essential:

- National 5 qualifications (or equivalent), including English and Mathematics.
- Commitment to complete a recognised Modern Apprenticeship qualification.
- Good written and verbal communication skills.
- Strong organisational skills and attention to detail.
- Ability to work independently and as part of a team.
- Basic computer literacy, including Microsoft Office applications.
- Demonstrates initiative, adaptability, and willingness to learn.

Preferred:

- Exposure to manufacturing, engineering, or technical environments.
- Interest in Health & Safety, Environmental Management, or Continuous Improvement.
- Knowledge of workplace health and safety principles.
- Participation in leadership, team, or community activities.
- Higher, HNC, Foundation Apprenticeship, or equivalent qualification in Health & Safety, Engineering, Environmental Studies, Business Administration, or Manufacturing Operations.

Travel

- Limited travel may be required to attend training courses, apprenticeship activities, and company meetings. Primary location will be the Dumfries manufacturing facility

Why Gates?

Founded in 1911 in Denver, Colorado, Gates is publicly traded on the NYSE. While we might operate in a vast amount of time zones we operate as 'One Gates' and have a common goal of pushing the boundaries of materials science. We invest in our people, bringing real-world experience that enables us to solve our customers' diverse challenges of today and anticipate those of tomorrow.

Work Environment

Gates is an Equal Opportunity and is committed to ensuring equal employment opportunities for all job applicants and employees. Employment decisions are based upon job-related reasons regardless of race, sex, color, religion, age, disability, pregnancy, citizenship, sexual orientation, gender identity, national origin, protected veteran status, genetic information, marital status, or any other consideration defined by law.

GDPR: Gates are committed to protecting your private data. Please see below the link to our Job Applicants Privacy Statement which we would ask you to read in full. By applying for this position, you confirm that you have read, understood and accepted this policy.

[Gates Job Applicants Privacy Statement](#)