



Careers

London and Southern Region Event Security Coordinator

Full time, based in London

As the London and Southern Region Event Security Coordinator, the role is to coordinate the process of assessing and securing communal events. In addition, there will be a focus on physically visiting events whilst they are taking place to check on the operational running and volunteer well-being.

You will have some formal experience of event organising and project management. You will be able to take the initiative to organise documentation to show the progress of your work. You will be able to form strong and lasting relationships, whilst maintaining professional boundaries, with event organisers and CST volunteers to ensure the smooth running of all the events that CST secure.

Duties include:

- Assessing and managing the planning process, to include personnel, equipment and coordination of the event
- Conducting threat assessments on every event
- Ensuring that Operational Plans are produced by the Event Leaders
- Writing and providing operational plans when necessary
- Managing the relationship with venues and liaising with venue management and security staff
- Setting strategies in conjunction with police to protect each event
- Attending security meetings with third parties such as event organisers, contractors, suppliers, hotels and the police
- Planning and staffing of weekly Shabbat operations and seasonal ones (High Holy Day)
- Maintaining relationships with volunteer team leaders

The ideal candidate should have:

- Excellent communication skills
- Excellent organisational skills, ideally with experience of project managing
- A natural ability to build strong relationships both internally and externally
- Exceptional problem-solving skills with a persistence to see issues resolved
- Superb organiser with a professional and mature manner

Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, writing 'London and Southern Region Event Security Coordinator' in the subject heading. Upon applying you will receive a full job description.

Closing date for applications: 31 August 2019, but may close earlier if a suitable candidate is found.