

# Careers



## **Regional Security Administrator**

*Open to some flexibility, based in London*

As a Regional Security Department Administrator, your focus will be to manage the day to day administration of the department and provide support for staff and volunteers.

You will be responsible for updating location and personnel information on the database, diary management for the team and arranging and attending 5 annual meetings throughout the year for Regional Management and Schools Security Teams along with attendance at specialist courses on a bi-monthly basis as and when required.

### **Duties to include:**

- Managing the Regional Security Department and Regional Teams administration
- Updating regional locations and personnel database
- Manage incoming calls and requests for the department
- Managing the diaries of Regional Security Department staff
- Collecting and collating location information i.e. site plans, key holder details and contractors
- Weekly updating incoming and outgoing information from the Regional Management
- Responsible for adding location events and school trips to the database
- Responding to and assisting with requests for resourcing volunteers for events at regional locations
- Receiving Guarding Assurance Reports- editing and posting on the relevant database systems
- Responding to requests from the Control Room and Crisis Management for additional information i.e. maps, schematics, CCTV and alarm details
- Responding to requests for assistance and advice regarding security equipment
- Preparing police packs for meetings and assisting at police presentations and seminars

### **The ideal candidate should have:**

- Ability to work under pressure
- Ability to manage the expectations of Regional Volunteers
- Excellent communication skills with a natural ability to build strong relationships with volunteers and organisation management
- Identify and resolve issues before they become a problem
- Ability to prioritise and carry out duties in a timely manner
- Deliver of reports in a professional and timely manner
- An understanding of the urgency of responding to volunteers and partner organisations requests

Applicants are invited to submit their CV together with covering letter to [careers@cst.org.uk](mailto:careers@cst.org.uk), writing 'Regional Security Administrator' in the subject heading.

Closing date for applications: 28 February 2020 but may close earlier if a suitable candidate is found.