



# GUARDING ASSURANCE CO-ORDINATOR

**Candidate Pack**  
**October 2024**





CST is the charity that protects British Jews from terrorism and antisemitism. It exists to ensure that Jewish people across the UK can lead the lives of their choice.

Widely recognised by police and government as a unique model of best practice, CST's research regularly informs public policy, helps to safeguard wider British society, and supports victims of antisemitism.

CST gained charitable status in 1994, though its origins lie in many decades of Jewish self-defence – both before and after World War Two. CST does not charge for any of its services and is almost entirely dependent on charitable donations to cover its costs.

Across the UK, 2,000 dedicated volunteers and over 100 members staff power CST's mission.



CST's mission is to protect our UK Jewish community from antisemitism in both physical (primarily terrorism) and political forms. This is what every member of CST's team does, whether staff, volunteers or trustees. We do it to facilitate British Jewish life, so it can be led as people wish.

Everything that CST does should contribute to protecting our community and fighting antisemitism. Every staff role and every department exist so that CST can best fulfil its mission. Together We Protect is not just a slogan, it is the reality of what we aim to do.

We do our utmost, individually and collectively, in pursuit of CST's mission. We should ask: *"What did I do today to protect our Jewish community, how can I do it better?"*. *"What did I do today to support CST colleagues, how can we work better together?"*.

Every British Jew benefits from CST's work and service, either directly or indirectly. This is the protection we give to schools, shuls, communal organisations and events, or the work we do against terrorism and antisemitism.

We strive to work in partnership with all British Jews, regardless of religious or political affiliation, together in common cause. We can only ever be as strong as our community enables us to be. This is the other meaning of Together We Protect, it is the mutual dependency between CST and our Jewish community (or communities).





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Job title	Guarding Assurance Co-Ordinator	Salary	£30K
Contract	Full time	Location	NW London

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As a Guarding Assurance Co-ordinator (GAC) your primary focus will be to visit communal schools, Synagogues and sensitive communal locations every day to conduct quality assurance checks on the contracted and employed security guards, ensuring they are carrying out their duties correctly and to the required standard.

You will take the initiative to highlight any concerns you have with the quality of guarding and feedback to the CST Guarding Assurance Department. You will then make sure that the concerns you have highlighted are followed up and have been dealt with at your next visit.



### **Your key responsibilities for this role are as follows:**

- Conduct quality assurance checks on security guards (commercial and privately employed) using a structured plan of random spot-checks and quality assurance checks.
- Review the locations overall security procedures and security guarding companies assignment Instructions and ensure they are being implemented consistently.
- Highlight any concerns, issues or weaknesses to the Guarding Assurance Department in real time.
- Check contracted security guards have a current SIA Licence and that its openly displayed as required.
- Produce documented reports to include photos, videos, or incident evidence of any visits or engagement with security guards and their managers.
- Provide summaries and reports of the visits made on a weekly basis.
- Provide guidance to security guards on security protocols.
- Ensure all security equipment is checked and in good working order.
- Check the CST radio is switched on and the security guard has checked-in with CSTs NSCC at the start of shift.
- Ensure the CST radio is always carried by a security guard.
- Build and maintain relationships with the location management and ensure there is a joined-up approach to security guarding.

### **Other responsibilities include:**

- To assist other CST Departments with tasks when required.
- To respond to calls for assistance regarding incidents or suspicious activity.
- To attend CST training sessions for staff, both physical and procedural.

## **You must be a team player, and have:**

- Excellent communication skills with a natural ability to build strong relationships
- Strong attention to detail
- Ability to deal and liaise with third parties in a professional and calm manner
- Proven experience of influencing people at all levels within an organisation
- Proactive and results orientated with the determination to see issues and concerns through to completion
- Strong team working skills
- Proficient IT skills
- A flexible approach to working patterns
- A full clean UK Driving Licence





Applicants are invited to submit their CV together with covering letter to [careers@cst.org.uk](mailto:careers@cst.org.uk), with 'Guarding Assurance Co-Ordinator' as the subject header.

There is a one-stage interview process:

**First round interviews:** Week commencing 21 October 2024.

**Closing Date:** 31<sup>st</sup> October 2024

\* Please note that the hiring process may close ahead of the posted deadline if a suitable candidate is found.