Careers

CST PROTECTING OUR JEWISH COMMUNITY

London Event Security Administrator

Full time, based in London

As London Event Security Administrator, your primary focus will be to provide administrative support to the Event Security Co-ordinator to ensure that security is in place for any events in the London region that require it.

Duties include:

- Liaising with event organisers to collect the relevant information for each event
- Responsible for managing multiple projects in an organised and methodical way
- Provide administrative support for the CST Event Security Department
- Provide administrative support for volunteers where required
- Liaise with external organisations
- Handle telephone/email enquiries
- Regular reporting back to the Event Security Manager

The ideal candidate should have:

- Excellent communication and interpersonal skills
- Capable of meeting tight deadlines and working under pressure
- Must be organised and able to work pro-actively
- Ability to engage with staff and volunteers from across CST
- Flexibility to work as part of team and support colleagues
- Ability to work independently but also within a dynamic fast-paced team environment
- Ability to work under pressure, multi-task and problem-solve
- Proficiency in Microsoft Word, Excel and database management required

Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, writing 'London Event Security Administrator' in the subject heading.

Closing date for applications:
31 January 2018, but may close earlier if a suitable candidate is found.