



## Commercial Guarding Assurance Co-ordinator

*Full-time, based in London*

As a Commercial Guarding Assurance Co-ordinator your primary focus will be to visit schools, synagogues, and sensitive locations on a daily basis to conduct quality assurance checks on the guards making sure they are carrying out their duties correctly.

### **Duties include:**

- 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 Regional Security Department in real time
- Check Security Guards have a current SIA Licence and 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 including the CST digital radio (if allocated), which should be switched on and carried at all times by a Security Guard
- Build and maintain a relationship with the location management and ensure there is a joined-up approach to security guarding

### **The ideal candidate should 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 issues/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), writing '**Commercial Guarding Assurance Co-ordinator**' in the subject heading.

Closing date for applications: **31 December 2021** but may close earlier if a suitable candidate is found.