

Careers



SAFE Programme Administrator

Full-time, based in London

SAFE is a CST programme to provide security advice to communities in the UK outside the Jewish community. These include faith communities (Muslim, Hindu, Christian, Jain, Sikh, etc.) as well as other targets of hatred including but not restricted to Roma, Sinti and Afro-Caribbean.

SAFE plans to share its security knowledge and expertise with other communities by:

1. delivering security advice through seminars organised by 'official' third parties
2. producing and distributing security-related written materials and online multimedia clips
3. building strong relationships with leaders of other communities: keeping them up to date with security concerns and thinking

Duties include:

- Managing the SAFE programme database and administration
- Updating the database of talks, organisations and contacts
- Proactively manage the database to ensure the team operates effectively and efficiently
- Manage incoming calls and requests for the department
- Keeping in touch with talk organisers during the planning stages of a talk
- Managing the diaries and travel planning for SAFE team
- Ensuring that SAFE team members are well prepared before they go out to deliver a talk

The ideal candidate should have:

- Possess the ability to work under pressure
- Excellent communication, literacy and IT skills
- Ability to build strong relationships with leaders of other faith communities
- Identify and resolve issues before they become a problem
- Ability to prioritise and carry out duties in a timely manner
- Delivery of reports in a professional and timely manner
- An understanding of the urgency of responding to partner organisations' requests
- A high level of competence in the use of Microsoft Word, Excel and Outlook
- A commitment to the idea that all communities should feel safe from the threat of racial hatred and attack

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

Closing date for applications: 15 March 2020, but may close earlier if a suitable candidate is found.