Careers

CST
PROTECTING OUR
JEWISH COMMUNITY

Regional Security Administrator

Part time, based in London

As a Regional Security Department Administrator, your primary 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 quarterly meetings for Regional Management and Schools Security Teams

Main Duties include:

- Work closely with the Guarding Assurance team to edit their reports and maintain their spread sheet
- Maintain the Analogue and Digital Radio Project and carry out regular checks on the CST Emergency Phones system
- Weekly updating incoming and outgoing information from the Regional Management
- Managing the Regional Security Department and Regional Teams administration
- Responsible for adding location events to the database
- Receiving Guarding Assurance Reports, editing and posting to relevant data base systems
- Responding to requests from the Control Room and Crisis Management for additional information

The ideal candidate should have:

- Ability to manage the expectations of Regional Volunteers
- Ability to work under pressure
- 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, writing '**Regional Security Administrator**' in the subject heading.

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