



Southern Regions Event Security Co-ordinator

Candidate Pack
September 2025



About CST



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



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).

Job description



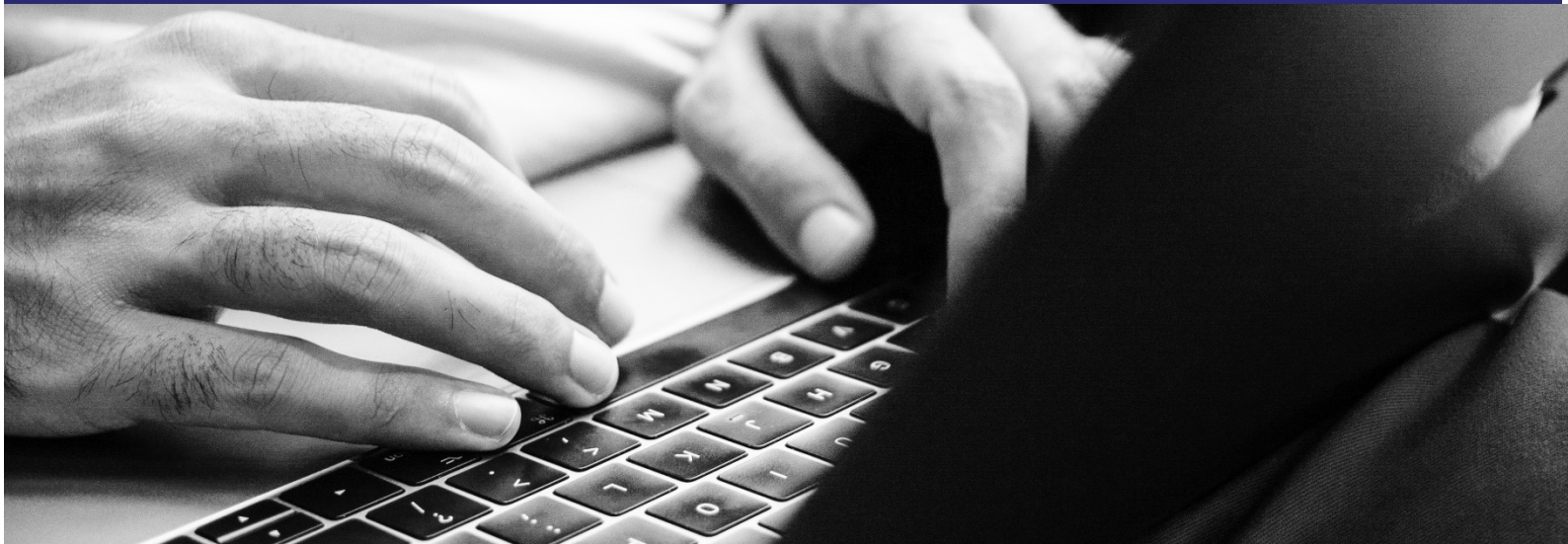
Job title	Southern Regions Event Security Co-ordinator	Salary	£38k - £40k DOE
Contract	Full Time	Location	NW London

Job purpose

The role of the Event Security Coordinator is to primarily coordinate the process of assessing and securing London based communal events. The role holder is expected to visit events whilst they are taking place to check on the operational running and volunteer well-being. A secondary focus of the role is to play a leading role in ensuring that volunteers are satisfied and inspired by the organisations mission and values.

You will be able to take the initiative to organise documentation to show the progress of your work. You will be able to form strong and lasting relationships, whilst maintaining professional boundaries, with event organisers and CST volunteers to ensure the smooth running of all the events that CST secure. The role works closely with colleagues in the Southern Region events team, key stakeholders within the London security team and CST's volunteers.

Areas of responsibility



Your key responsibilities for this role are as follows:

- Assess and manage the planning process for an event to include the personnel, equipment, and coordination for that event.
- Conducting threat assessments on every event and where necessary assigning the event to a suitable event leader and team.
- Manage the ongoing relationship with all event organisers ensuring that their events are correctly registered on the database.
- Attend security meetings with organisers, contractors, suppliers, hotel, and police as required.
- Assess the security requirements for each event.
- Writing and providing operational plans where necessary and ensuring they are produced by the Event Leaders, checking the plans and adjusting them where necessary.
- Coordinating the security operation with the event organiser and acting as a liaison between the event organiser and police.
- Setting strategies in conjunction with police to protect each event, maintaining an excellent working relationship with police at all levels, and negotiating for adequate policing at events.
- Liaising / coordinating the security operation with any third-party suppliers/contractors or stakeholders, always ensuring a good ongoing relationship.
- Managing the relationship with venues in London and liaising with venue management and security staff to ensure an excellent working relationship is always maintained.
- Planning and staffing of High Holy Day operations – all aspects.
- Providing personnel for other operations as requested by other members of the security department.
- Mobilising volunteer teams during a crisis.
- Maintaining relationships with volunteer Team Leaders, as well as managing all aspects of the mobile teams and volunteers, including attending team meetings.
- If required, taking the role of CST Duty Officer as part of the regular ongoing rota

Personal Profile



Key areas of responsibility for volunteer engagement

- Working with the Training Department to identify volunteers to develop future leaders, instructors, and specialised roles.
- Create volunteer development paths in collaboration with CST staff, Team Leaders, Regional Heads, and their deputies, to ensure that opportunities exist to motivate volunteers and make the most of their talent within volunteering for CST.
- Build relationships with Team Leaders, Regional Heads, and deputies to motivate and develop their teams.

You must be a team player, and have:

- Professional experience of event organising and project management.
- A natural ability to build strong relationships both internally and externally.
- Very strong communication skills; both orally and in writing
- Ability to work under pressure and to demanding deadlines.
- Ability to prioritise a complex workload.
- Proactive and results orientated with the determination to see projects through from start to finish.
- Exceptional problem-solving skills with a persistence to see issues resolved.
- Superb organiser with a professional and mature manner

How to apply



Closing date	30 th September 2025*
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Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, with '**Southern Regions Event Security Co-ordinator**' as the subject header.

There is a two-stage interview process to take place throughout September:

First round interviews held with CST's HR Director and Security Manager.

Second round interviews held with CST's Security Manager and Security Director.

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