



# Careers

## Northern Regional Department Security Co-ordinator

*Full time flexible working due to evening and weekend work*

*Based in Manchester*

*Competitive salary and benefits (company car, company phone, pension, EAP)*

The primary focus of the role will be to work with a variety of location representatives in your allocated areas to review location security procedures and their buildings' physical security measures. You will be required to provide feedback to your line manager and the locations with the findings of your review, while supporting them with making the necessary improvements.

You will be supported by colleagues in the Northern Regional Security Department in order to deliver the various elements of procedural and physical security improvement. This role will require you to work evenings and weekends as part of a flexible working week. While security knowledge is desirable it is not essential; extensive training will be provided.

### **Duties include:**

- Review and update location procedures;
- Make recommendations on how to improve existing physical security measures
- Work closely with management and colleagues to implement proposed recommendations
- Frequent contact with location staff and volunteers to provide support with daily security tasks, training, recruitment, queries and challenges
- Working with third party organisations; the police, councillors and hate crime reporting bodies
- Assist the Security Dept with task when required - year-round event security; incident response, Shabbat patrols and operations, participating in High Holy Day operations

### **The ideal candidate should have:**

- Excellent communication skills with a natural ability to build strong relationships
- Ability to engage and manage volunteers of all levels
- Have a strong attention to detail
- Ability to deal and liaise with third parties in a professional manner
- Proven experience of influencing people at all levels within an organisation
- Proactive, determined and results driven, with the ability to work self-directed
- Strong team working skills
- Proficient IT skills
- A flexible approach to working patterns

Applicants are invited to submit their CV together with covering letter to [careers@cst.org.uk](mailto:careers@cst.org.uk), writing 'Northern Regional Department Security Co-ordinator' in the subject heading.

Closing date for applications: 31 March 2020, but may close earlier if a suitable candidate is found.