

Careers



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. You will take the initiative to highlight any concerns you have with the quality of guarding and feedback to the CST Regional Department. You will then make sure that the concerns you have highlighted are followed up and have been dealt with at your next visit.

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, writing 'Commercial Guarding Assurance Co-ordinator' in the subject heading.

Closing date for applications: 31 July 2019 but may close earlier if a suitable candidate is found.