

Careers



Commercial Guarding Assurance Co-Ordinator

Full-time, based in London and South England

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 will feedback to the relevant sources, for example, Guarding Company Directors, Location Management and the CST Regional Department. You will then make sure that the concerns you have highlighted get followed up and dealt with.

Key responsibilities include:

- Conduct quality assurance checks on Security Guards (commercial and privately employed) using a structured plan of random spot-checks and planned appointments.
- Review the locations overall security procedures and instructions and ensure they are being implemented consistently.
- Highlight any concerns, issues or weaknesses to the Regional Security Department in real time.
- Produce documented reports, including 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.
- Assist the wider Security Department with tasks when required, such as responding to calls for assistance regarding incidents or suspicious activity.
- Attend CST Regional Meetings with the intention to feedback to the Heads of Security and or Management of Jewish locations.



Careers

The ideal candidate will 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 Car Driving Licence.

The job offers a competitive salary plus staff benefits.

Applicants should send their CV together with a covering letter stating why they are suitable for the role to careers@cst.org.uk with the wording **Commercial Guarding Assurance Co-ordinator** in the subject heading.

Closing date for applications: 20 October 2017