

Careers



Northern Security and Recruitment Co-ordinator

Full time, based in Leeds (3 days per week) and Manchester (2 days per week)

The role of Northern Security and Recruitment Co-ordinator will focus on the day to day administration of the Leeds office; security co-ordination for Leeds and recruiting new volunteers for the Northern regions.

The duties between the locations will be split as follows:

Leeds:

- **Administration:** Manage the office administration and to support the Northern Regional Security Manager; managing the database; take initial reports of antisemitic incidents; respond to requests for event security cover, liaise with CST Regional Management, volunteers, local organisations and local Police
- **Security coordination:** Meeting and interacting with specified locations to provide advice, guidance and support; working with the regional management team, synagogue security officers and their security teams, rabbis, synagogue councils and boards of management, location administrators, office staff and local police officers; interact with location security officers and teams; regular location checks; ensure emergency security procedures are being instigated, provide feedback on areas which require training, encourage synagogues to hold CST security shabbatons, build relationships with rabbis, head teachers, boards of management and local community police

Manchester:

- **Recruitment:** Responsible for increasing the number of new recruits by 10%; identify opportunities for promotion of CST within the Manchester community; for relationships with parents at local schools, key people within the community; at local shuls/shops/main sites. Work with CST staff and community to find creative ways to increase the marketing of CST; to motivate and retain existing volunteers.

The ideal candidate should have:

- Excellent administrative, communication and team building skills
- Have a strong attention to detail
- Ability to work under pressure
- Knowledge of Jewish community and how to best market and promote CST within it
- Ability to engage with staff and volunteers from across CST
- Ability to deal and liaise with third parties in a professional and calm manner
- Proactive and results orientated with the determination to see issues and concerns through to completion

Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, writing 'Northern Security and Recruitment Co-ordinator' in the subject heading. Closing date for applications 1 March 2019 but may close earlier if a suitable candidate is found.