**Job Description**

Post Title: Onsite Security Officer

Accountable to: Security Operations Manager

Responsible to: Directors

Contract Type: 12 months

Hours: Vacancy 1: Saturday and Sunday 4.00am until 4.00pm

Vacancy 2: Saturday and Sunday 3.30pm until 4.30pm

Holiday Entitlement: TBC

Salary Scale: £8.25 per hour (living wage)

**Job Summary**

Patrolling, securing and monitoring premises, sometimes helped by closed circuit television (CCTV)

Responding to alarms on site

Responding to emergency call outs from tenants on site

Responding to emergency agencies on site (ambulance, fire brigade, police etc)

Taking messages and accurately relaying back to management

Completing all paperwork accurately and professionally

Supporting office staff with any security issues

To act as a visible deterrent whilst maintaining approachability for residents and visitors

**Working Environment**

It is a requirement that the post holder is able to work independently both securing an office environment and on a supported housing site in a community setting. The Post Holder must be on hand to provide security and support for office staff. Post Holder must be aware of security procedures and facilitate effective risk management to ensure the safety of staff, residents and visitors. It is vital to maintain confidentiality in all matters relating to the organisation its staff and residents.

**Knowledge Skills and Experience**

**Knowledge**

SIA Qualified

First Aid Experience

An understanding of supported and generic housing provision

A basic understanding of equality and diversity

A basic understanding of difficulties experienced by vulnerable people

**Skills**

The ability to work autonomously

Ability to analyse, interpret make judgements and decisions

Excellent written and verbal and communication skills and the ability to communicate findings effectively

Ability to carry out patrols effectively

Ability to maintain a safe environment across two sites for staff and residents

Ability to use own initiative

To be approachable and friendly

**Experience**

Experience of working autonomously

Ability to monitor individuals with challenging behaviours and resolve conflict and confrontation effectively

Knowledge of emergency procedures

Experience of working with vulnerable people

**Safeguarding and Adult Protection**

Palm Cove Society are committed to the elimination of any form of abuse and harassment by any individual whether they are residents, employees, volunteers, mentors, students or visitors.

**Health and Safety at Work**

It is the responsibility of all employees to care for the health and safety of themselves and others who may be affected by their actions at work.

**Equality and Diversity**

Palm Cove Society accepts diversity and promote equality in all areas of its work and service provision.

**No Smoking Policy**

Palm Cove Society actively discourages smoking.

**Disclosure and Barring Service (DBS)**

The Post Holder will be working with vulnerable men, women and children and will therefore be required to undergo a CRB Investigation.

**Confidentiality**

Attention is drawn to the confidential nature of information surrounding some residents and their circumstances. As such breach of confidentiality will be taken seriously.