

Job Title	Stewards
Division/Location	Norse Security – Eventguard / East Anglia
Reporting to	Operations Director
Weekly Hours	0 Hours Per Week – Casual
Grade/Salary	£8.85 - £10.00 Per Hour

Job Description	
The Role:	
<p>This role requires you to work as part of our events team at various contracts, music concerts and festivals over the east of England.</p>	
Main Responsibilities	
<ul style="list-style-type: none"> • Ensure safety of people and property from any sort of damages, thefts or violence • To assist with crowd management and supervision • Documenting incidents through accurate reporting procedures • Completion of site investigations following alarm responses • Regular foot patrols • Performing opening and closing of client premises • Responding professionally to requests from Control room • Monitor property or locations as per client instructions • Maintain the use of keys and follow instructions implemented to safeguard keys when in possession. • To ensure that fire exits and emergency routes are clear and in good working order • To provide a Customer focused service to us and our clients • To assist with vehicle parking and traffic management on private property • • To ensure that crowd limits are complied with on all sites 	
Other Duties	
<p>The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.</p>	

Approval/Review Date			
Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We will focus on the delivery of high standards in all that we do.

Innovation – We will have the courage and commitment to embrace new ideas and support different ways of working to ensure our services are delivered in the most effective way possible.

Respect – We will aim to listen and fully understand what is required of us by the people, organisations and communities with which we work.

Trust – We will be transparent, accountable and take ownership of our responsibilities.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	SIA Door Supervisor or Security Guard License.	Essential	AF
	NVQ Crowd and Spectator Safety	Desirable	AF/I
	First Aid Certificate	Desirable	AF/I
	Fire Marshal Certificate	Desirable	AF/I
Experience	Previous experience working in a security role	Essential	AF
	Customer service experience dealing with the general public	Essential	AF
Skills/Abilities	Conflict management aware	Essential	AF/I
	Exceptionally clear communication skills and interpersonal skills	Essential	AF/I
	Ability to read and understand written reports as well as produce them if necessary	Essential	AF/I
	Ability to understand Company and client Health and safety regulations	Essential	AF/I
	Able to work as part of a team, as well as on own initiative	Essential	AF/I
Other Requirements	Full UK Driving Licence to meet the travel requirements of the role	Essential	AF

Approval/Review Date			
Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Agreement

Employee Name:

Date:

Employee Signature:

Approval/Review Date

Approved by Operations Director:

Date
:

Approved by HR Director:

Date
: