**Job Title:** Safety & Security Support Officer

**Salary:** £21,000

**Job Type:** Full time, fixed term contract until March 31st 2028

**Working Hours:** As Coventry BID supports businesses within the night-time economy, you will be expected to work some evenings and weekends in a shift pattern agreed with your line manager.

**Location:** Management Office, West Orchards Shopping Centre, Smithford Way, Coventry, CV1 1QX

**Job Overview**

A Business Improvement District (BID) is a geographically defined area in which rate paying businesses vote to pay a levy to generate funds to enhance the area with agreed aims and initiatives, above and beyond that of the Councils baseline agreements, for a fixed period.

The designated area for Coventry BID is the city centre ring road and after a successful revote in February 2023, the BID is about to enter its fifth term.

Safety & security was voted to be one of the top three areas of importance for the city centre businesses. The Safety & Security Support Officer will assist the management team in implementing key elements of the BID’s business plan to directly and collectively support levy payers.

**Main Duties**

* Fully and satisfactorily complete tasks and duties on site as defined within the published Assignment Instructions (AI’s).
* Comply with legal obligations and safety requirements of the role.
* To provide in person safety and security related support to BID levy payers.
* Lead a team of street patrol officers, facilitate daily briefings, and provide feedback to the BID management team on any relevant issues reported by the businesses.
* Control and update the retail/pubwatch radio scheme documents and liaise with our supplier to facilitate repairs and issue radios to new businesses.
* To arrange and lead shopwatch meetings with the city centre’s security network.
* To undertake additional training to ensure continuous self-development.
* To be completely free from discrimination in all guises.
* Work in partnership with neighbourhood police team, Coventry City Council and other city centre stakeholders on joint initiatives.
* Support with Ask for Angela and Best Bar None initiatives.
* Maintaining methodical and accurate records of required information.
* Maintaining and growing the relationships with levy payers and other city centre businesses.
* Completing any other duties as deemed appropriate and delegated by the line manager.

**Training**

* Fully and satisfactorily complete all required competency training.
* To undertake additional training to ensure continuous self-development as directed by the BID Manager.
* Use technology to achieve key work objectives and develop job knowledge and expertise through continual professional development.

**Person Specification**

* Experience working within the security sector is preferred, but not essential.
* SIA License is desirable, but not essential.
* Knowledge of Microsoft Word and Excel platforms.
* An effective communicator, able to build and maintain relationships with colleagues, agencies, and partners.
* Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners.
* A can-do attitude with experience of working with multiple partners with competing demands.