

JOB DESCRIPTION

Job Title BACIL Coordinator (Part-Time)

Reports to BACIL Manager Location Leeds city centre and surrounding areas.

Hours 15 hours per week (working days may vary)

Salary £7575PA

12 days holiday allowance plus Bank Holidays

Mileage for use of car for work visits

Core Function

Working under the direction of the BACIL Manager, this role is to act as first point of contact for BACIL members in relation to support/training and problem solving for Theft & Public Order Offences.

To be a point of contact to help join up Police and community support services with the BACIL customers and to offer guidance on BACIL customers building their security procedures.

Responsibilities

- Visit BACIL members to encourage use of the BACIL radios and website.
- Identify any support and training issues.
- Organise and present regular BACIL security meetings.
- Prepare daily briefings for BACIL members when required.
- Provide direction and expertise to the operating area by promoting BACIL strategies and best business practices
- Deliver services in line with the business ethos, delivering innovative solutions to the client's expectations
- Visiting potential members, within existing locations to encourage them to join BACIL.
- Attend local area six weekly tasking meetings with Police and partners.
- Assist the BACIL Manager in establishing and maintaining the sites Operational Procedures and ensure compliance by all direct reports.
- Support the BACIL Manager in maintaining the H&S culture through proactive control of procedures.
- Support the BACIL Manager in enforcing Health and Safety and Fire regulations.
- Any other duties that the BACIL Manager deems relevant.

General Duties

- Customer Communications – Liaise proactively with the BACIL users to ensure effective communication
- Compiling Reports – When required produce relevant information to help formulate the BACIL reports
- Filing – Utilise the BACIL database to scan and file any appropriate documentation.
- Minutes for meetings – If and when required document meetings and archive/communicate following the agreed procedures.
- Adhoc Management Support
- Managing the BACIL Email Inbox's Skills

- Must be able to operate basic Microsoft packages.
- Full driving licence.
- Good communication skills.
- Able to work without supervision.
- Good written and verbal English.