

# Assistant Lead Security Team



## GirlGuiding New Zealand

### Role Overview

The Assistant Lead Security Team is a member of the Jamboree Security Team and is supported by and reports to the Security Team Lead.

### Purpose of the role

The Assistant Lead Security Team assists the Security Team Lead with the organisation and implementation of 24-hour security for the on-site portion of the Jamboree and the provision of advice to adventure leaders on off-site security.

This position deputises for the Security Team Lead.

### Term

From the date of appointment to the conclusion of the post-event debrief.

### Key Tasks and Responsibilities

#### 1. General

- Is a member of the Security Team and contributes to the development of the security arrangements for the event.
- Work closely with the Security Team Lead and other Security Team members to deliver the event successfully.
- Work within agreed financial processes and policies.
- Assist the Security Team Lead to ensure that the event meets the safety and risk mitigation requirements of GirlGuiding New Zealand and New Zealand legislation.

#### 2. Position Specific

- Assist with the development of a security plan for approval by the Health and Safety Team Leader and Jamboree Committtee Chair.
- The security plan needs to address
  - i. Exits from the site and boundaries
  - ii. A system for all vehicles to be checked as they enter or depart the site
  - iii. A system of passes for those leaving from and returning to the site
  - iv. A system for recording everyone on-site at any time, including trades or delivery people and visitors
  - v. A system for advising contractors and visitors of health and safety systems and emergency procedures

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- vi. A system of knowing who is on and off site at any time in conjunction with the Leader in Charge and the Transport team leader
  - vii. Security staffing rosters to cover the duties required that ensure that all team members have adequate time away from their duties, this includes contracting of an outside provider in line with Policy on Delegation of Authorities
  - viii. A budget for security costs submitted to the Financial Support Team Lead in line with timeframes for the budget approval process
  - ix. Develop a list of the equipment needed for their area, and give this list to the Equipment Coordinator
- Assist with the preparation of an effective emergency evacuation plan in consultation with the site manager and leader in charge.
  - This role is performed within GirlGuiding NZ policies, guidelines and relevant statutory requirements such as health and safety.
3. Event Security Staffing
    - Assist with finding and appointing Security Team members within the agreed timeline, in line with the leader selection process for all leader applications for the event.
  4. On Site
    - During the event assist with overseeing all security requirements.
    - Be an active member of the Security Team ensuring that engagement with the Security Team is a positive experience.

## Direct Reports

- None

## Time Commitment

Time commitment can vary according to criteria, deadlines and accountability requirements. Attendance at Jamboree is required.

## Location of Position

No fixed location. The role requires a willingness to travel within New Zealand to attend the event.

## Person specification

1. Knowledge and skills
  - Effective people management and leadership skills

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- Excellent communication skills
- Effective co-ordination and organisational skills
- Openness to change and new ideas
- Ability to operate effectively with staff, volunteers and contractors

## 2. Experience

- Effective Team leadership experience
- Security management experience an advantage

## 3. Personal attributes

- Passion for GirlGuiding and its values
- A strong desire to ensure positive outcomes for girls and young women
- The integrity to respect confidentiality and act with discretion
- The ability to develop and encourage committee member in their responsibilities
- Ability to give instructions and delegate effectively
- Ability to lead and motivate wider event staff and participants
- Active and of good health and has the stamina to deliver the event