



Job Title: S12 Administrator	Reports to: S12 Chief of Staff
Location: Work from home/occasional travel required	Days of work: Monday -Friday
Salary: £28-£30K on experience/25 days AL	Hours of Work: 37.5 hours
Job Type: Full time	Driving Licence required: Yes

Role Overview:

The S12 Security Guarding Leadership Group brings together security leaders to work as a collective with the Government & the Security Minister. Their mandate is to address and elevate critical industry issues, promote higher standards and professionalism, enhance public safety and positively shape the perception of the UK security guarding sector.

Collectively, the S12 will:

- *Work directly with the government and the Security Minister*
- *Champion higher standards and professionalism*
- *Strengthen public safety and perception of the security sector*

The S12 are seeking a highly motivated Full Time Administrator with excellent communication skills (verbal/written) used to working within a dynamic team, flexible in approach and personally committed to provide an excellent level of service by supporting the S12 workstreams governance & wider UK private security industry.

<https://securityleaders.co.uk/>

Reporting directly to the S12 Chief of Staff and working with the S12 Members, the post holder will provide high-quality administrative, organisational and coordination support to ensure the smooth and efficient running of the S12 workstreams and governance.

The role holder will be able to communicate effectively with S12 members, key public services & private security industry stakeholders, and ensuring the S12 day-to-day operations run to a high professional standard.

Key Responsibilities:

- To proactively provide general administrative support including handling correspondence, managing shared inboxes, scheduling meetings, and maintaining diaries.
- To plan and support key S12 meetings, prepare agendas, ensuring a clear audit, record and governance of discussions, actions (track follow up actions) and key decisions.
- To prepare, format and distribute S12 workstream documents, reports, presentations, recordings, actions, decisions and minutes.
- To maintain, review, weed and file S12 digital papers and recordings.



- To support S12 records and data management processes, maintaining accurate databases, logs, trackers and registers.
- To produce regular data summaries, monitoring information and performance Workstream progress in support of the S12 Chief of Staff.
- To support the S12 Media/PR lead with administration tasks in support of S12 media and PR campaigns.
- To assist with the planning and coordination of internal and external meetings (virtual/physical), workshops and events
- To book venues, travel, refreshments and resources where required.
- Act as a first point of contact for S12 queries, providing courteous and professional responses and able to escalate queries or issues appropriately.
- Engage with internal colleagues, suppliers, partners and customers to support smooth operations.
- Maintain and update systems such as Microsoft 365, CRM, SharePoint and internal databases.
- Support continuous improvement of S12 administrative processes, governance and workflows.
- Assist with onboarding of new S12 members including system access arrangements and documentation.
- Assist overall with wider S12 governance, risk register and business continuity plans.
- To ensure information is stored and managed in line with GDPR policies and S12 guidance.

Skills & Experience:

Essential:

- Excellent communication skills with the ability to quickly establish and maintain strong relationships across all levels.
- Excellent organisational and planning skills to help ensure the delivery of a fast-paced S12 workstreams & ongoing governance.
- Previous administration experience with a high level of accuracy and attention to detail.
- Proficient in Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams, SharePoint)
- Ability to manage competing priorities, resilient with a positive and confident solutions focused approach.
- Has excellent customer focus and a proactive approach.
- Confident and effective communicator (both verbal and written)
- Is able and willing to work as part of a collaborative team.
- Ability to multi-task, working accurately and efficiently.
- Able to plan and organise own workload, accordingly, working autonomously where required.
- Build effective working relationships with a range of people at all levels.
- Adaptable and can respond positively to unforeseen circumstances and change.



- Identifies and communicates opportunities to improve work practices.

Desirable:

- Experience of supporting senior managers and meetings/boards.
- Knowledge of data protection (GDPR) and information governance.
- Experience within relevant sectors (e.g public sector, security industry, regulation, policing, charities, corporate).

Skills:

- Teamwork
- Problem solving
- Time management
- Critical thinking
- Takes the initiative.
- Active listening
- Proactive
- Excellent interpersonal skills
- Adaptable
- Good level of IT Skills including Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams, SharePoint)
- Negotiating and influencing skills
- Communication skills – written and verbal.

Additional Information:

- Occasional travel or out of hours work may be required for events or deadlines.
- Equality, Diversity, and Inclusion - Within the S12 we are committed to Equality, Diversity, and Inclusion in all areas of employment, recruitment and selection, training, development, and promotion. In all situations people will be judged solely on merit or ability.
- The role is expected to operate neutrally and support all S12 members equally, ensuring transparency and consistency in governance processes. The role is initially funded on an ongoing annual basis, subject to renewal by the S12 Leadership Group.

Application Process:

Please send a CV and two (2) page supporting statement as to why you are suitable for the role to paul.fullwood@securityleaders.co.uk by Wednesday 7th January 2026.