

Job Description for VIP Security Guard (Residential & Transport Specialist)

Department: Private Client & Residential Protection

Employment Contract Type: Zero-Hour Contract

1. Role Purpose & Position Overview

The VIP Security Guard provides specialized physical security tailored for high-net-worth individuals, private luxury residences, family estates, and VIP clients. This role bridges static estate protection and mobile transit escorting, ensuring that the VIP, family members, guests, and high-value residential assets remain fully protected at home and during local movements.

This position is offered on a **zero-hour contract basis**, offering flexible shift patterns and deployment schedules based on client requests, travel itineraries, and officer availability.

2. Mandatory Eligibility Criteria & Educational Requirements

- **Licensing & Legal Compliance:** Valid Security Industry Authority (SIA) Door Supervision, Security Guarding, or Close Protection Licence (mandatory for all UK-based deployments; Close Protection licence preferred).
- **Mandatory Company Institute Training:** Compulsory. All candidates must successfully complete our company's proprietary VIP Residential Protection & Private Escort Module prior to deployment.
- **Educational Qualifications:**
 - **Pakistani Applicants:** Middle School Pass (8th Grade) or above from a recognized educational institution.
 - **UK Applicants:** Below GCSE / Entry-Level Qualifications (e.g., Entry Level Certificates, Functional Skills Level 1), basic secondary education credentials, or equivalent work experience.
- **Driving Credentials:** Full, clean UK or International Driving Licence with a proven track record of safe driving.
- **Vetting & Background Checks:** Enhanced background verification (10-year background history check), including a UK Disclosure and Barring Service (DBS) Enhanced Check or an official Police Character Certificate / No Objection Certificate (NOC) from Pakistan.
- **Medical & First Aid:** Valid Emergency First Aid at Work (EFAW) certification or Level 3 First Aid qualification (e.g., FREC / FPoS).

3. Key Duties & Detailed Operational Responsibilities

A. Estate Security & Residential Gatekeeping

- Control main entrance gates and access points at private estates, verifying all incoming domestic staff, maintenance contractors, delivery drivers, and invited guests.
- Monitor residential security systems, including CCTV networks, thermal perimeter sensors, and automated beam detectors from the on-site security control setup.
- Conduct regular foot patrols across estate grounds, outbuildings, perimeter boundaries, and residential access points.
- Maintain secure key management protocols for estate master keys, private vehicle fleets, and restricted property areas.

B. Close Escort & Transit Operations

- Provide direct protective escort for family members during local travel, personal appointments, shopping trips, or recreational outings.
- Drive or accompany escort vehicles, ensuring safe, secure door-to-door transit between private residences, elite schools, and private transport hubs.
- Conduct rapid advance checks of arrival points (restaurants, private venues, parking areas) before family members disembark.

C. Household Integration & Privacy Preservation

- Maintain absolute, legally binding confidentiality regarding household routines, family schedules, high-value collections, and residential security access codes.
- Integrate smoothly with private household staff (estate managers, chauffeurs, domestic teams), delivering unobtrusive security without disrupting family life.
- Manage paparazzi, media presence, and unannounced visitors near property boundaries using firm, polite, and legally compliant methods.

D. Emergency Response & Safe Room Operations

- Act as the primary on-site responder to residential intruder alerts, panic alarms, perimeter breaches, or urgent safety calls.
- Execute swift relocation protocols to guide family members to designated residential safe rooms during active security threats.
- Serve as the lead point of contact for local police, emergency medical teams, and emergency services during critical incidents on estate grounds.

4. Required Competencies & Behavioral Traits

- **Discretion & Integrity:** Absolute trustworthiness when working inside private family environments and around high-value personal assets.
- **Refined Interpersonal Etiquette:** Polite, polished demeanor suitable for interacting with high-net-worth individuals, children, and international guests.
- **Situational Flexibility:** Ability to shift seamlessly between static residential monitoring and active vehicular escort duties on flexible zero-hour shift schedules.

Candidate Acknowledgment & Authorization

I hereby confirm that I have read, understood, and accepted the duties, responsibilities, and eligibility requirements outlined in this Job Description. I agree to comply with all company operational standards, safety protocols, and training mandates.

Security Officer Details:

- Full Name: _____
- Signature: _____
- Date: ____ / ____ / 20____

Witness Details (Company Representative / Supervisor):

- Full Name: _____
- Job Title: _____
- Signature: _____
- Date: ____ / ____ / 20____