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Assignment Title: Skills Identification and Personal Development Plan

Task 1 — Job Advert Comparison and Skills Analysis

This assignment compares two job adverts from Stambridge Group Ltd: Event Steward / SIA (Virginia Water) and Security Officer (Hampton Court).

Key Similarities

The adverts are very alike. Both look for people who are flexible and proactive, able to work alone or as part of a team. Both require a neat appearance and good personal hygiene, and the right to work in the UK. Both mention customer service and crowd management, monitoring areas for safety, and helping visitors with enquiries. Both roles involve working outdoors at busy, high-profile events.

The main difference is that the Security Officer role requires a valid SIA licence, while the Event Steward role does not make this essential for all applicants. Pay also differs slightly: £12.71–£13.10 per hour for stewards and a flat rate of £13.10 per hour for security officers.

Common Skills and Application

One key skill both adverts highlight is communication and customer service. As an SIA-licensed officer with two years' experience working as a doorman in nightclubs, large venues and football stadiums, I would use this skill to speak clearly and politely to visitors, answer questions, and explain safety rules so people understand. Good communication helps build trust with the public and makes it easier to keep order during busy events. In my future work, this skill will help me work well with guests, my team and other staff so events run smoothly and safely.

Task 2 — Self-Assessment and Evidence of Readiness

SWOT Analysis

Strengths

- SIA licensed officer — I already hold the licence that is an essential requirement for the Security Officer role.

- Two years' experience — I have worked as a security officer and doorman in busy places including nightclubs, large entertainment venues and football stadiums. I know how to manage crowds, spot risks and follow safety procedures.
- Confident dealing with people — I am used to speaking to all kinds of members of the public and handling difficult situations calmly.
- Knowledge of safety protocols — I have practical experience following security plans and working alongside other staff and emergency services when needed.

Weaknesses

- Time management — Sometimes I struggle to organise my time well, which can mean I rush tasks or cut it fine when arriving for shifts. I need to improve at planning my day so I am always on time and fully prepared.

Opportunities

- I can apply for both roles straight away because I already hold an SIA licence.
- I can take short courses or use simple tools to improve my organisation and time management.
- I can build on my existing venue experience to apply for senior security roles in the future.

Threats

- Other applicants may also hold SIA licences and have relevant experience, so I need to present myself professionally to stand out.
- Shift patterns or travel times could be challenging if I do not plan my schedule carefully.
- Large events can be unpredictable; without good time management, I might fall behind with my duties.

Evidence of Readiness

I am an SIA-licensed security officer with two years of experience working as a doorman and security officer. I have worked in nightclubs, large entertainment venues and football stadiums, so I am used to managing large crowds, working in

loud and busy environments, and keeping people safe. In these roles I have carried out entry checks, dealt with enquiries and complaints, worked with police and other agencies, and followed strict safety rules.

My previous managers have given feedback saying I am reliable, calm under pressure, and good at communicating with the public and my colleagues. I understand how to follow instructions and work as part of a team to keep areas secure. This experience means I know what is expected in both advertised roles and I am familiar with the kind of work involved. I take my responsibilities seriously and I am willing to learn better habits so I can be even more professional in future roles.

Task 3 — Goals and Personal Development Plan

Employment Goals

Short-term goals (next 6 months):

- Improve my time management so I arrive early for every shift and organise my duties better.
- Apply for roles with Stambridge Group or similar organisations, using my SIA licence and work experience.
- Plan my travel and daily schedule more effectively so I am never late and feel ready to work.

These goals are important because punctuality and organisation are fundamental in security work. If I improve these areas, I will be a stronger candidate and more effective in my job.

Long-term goals (1–2 years):

- Secure a permanent security or events role with a reputable company.
- Work towards a senior security or supervisor position.
- Gain further experience at major events and venues across the UK.

These goals align with my career ambition: to build a solid career in the security industry, use my experience well, and take on extra responsibility.

Personal Development Plan

To improve my time management, I will start by using a diary, phone reminders or a notebook to plan each day and journey, starting immediately and continuing long-term. The only resources I need are a phone or notebook and a pen. I will know I am making progress if I arrive 10–15 minutes early for every shift for four weeks in a row. Before each shift, I will write a simple list or plan of what I need to do, using a notebook or phone app, and I will measure success by completing all my tasks without rushing or forgetting anything. Every month, I will speak to my manager to ask for feedback on my punctuality and organisation, and I will know I have improved when I receive positive feedback. Over the next two months, I will also read guidance or watch short videos online about time management, using a phone or computer, and I will try at least three new habits to see which ones work best for me.

References

Stambridge Group Ltd. (n.d.a). Event Steward / SIA [Job Advert]. Indeed. Retrieved from Indeed UK.

Stambridge Group Ltd. (n.d.b). Security Officer [Job Advert]. Indeed. Retrieved from Indeed UK.