**Job Title: Events Coordinator**

**Reference Number: EC1**

**Hours: 18.5 x 52**

**Contract Type: Permanent**

**Location: Blackburn**

**Salary: £21,534 - £23,338 pro-rata**

**Closing Date: 20th January 12.00 noon**

Blackburn College has great terms and conditions and an excellent benefits package available that helps to attract, motivate and retain the best people to drive forward the College’s mission, vision and strategic objectives. Our benefits package is under constant review, the main benefits you will enjoy include:

* **Holidays -** We offer generous annual leave of 28 Days per annum increasing by one day per annum up to 35 days, plus statutory (eight) days and up to six discretionary days per annum (pro rata for part time employees). The timing of all holidays is subject to the agreement of your line manager.
* **Pension -** A Workplace Pension is a way of saving for your retirement beyond the foundation of a State Pension and at Blackburn College you will be auto-enrolled onto the Local Government Pension Scheme (LGPS), a defined benefit scheme (subject to eligibility criteria). This means that the College contributes to the pensions of its staff, staff contributions will depend on gross annual salary. There are some alternatives to full membership of a scheme with lower contribution rates and lower potential benefits (50/50 option with LGPS or a defined contribution scheme with AVIVA). Membership of a Scheme is not compulsory and you retain the right to opt out of membership. Further details regarding your pension options will be issued upon appointment.
* **Employee Assistance Programme with a 24/7/365 helpline for advice and support**
* **Regular Staff Physical Activity Sessions and reduced price gym membership**
* **Cycle to Work Scheme**
* **Family friendly policies**
* **Free eye tests and contribution to VDU use only glasses**
* **Several food outlets with a variety of menu choices**
* **A full range of discounted professional Hair & Beauty services provided by the Academy Salon**
* **Professional bakery offering variety of fresh breads, cakes and ready meals**
* **Safeguarding -** The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Appointments are subject to a variety of pre-employment checks including satisfactory references, medical clearance and an enhanced DBS check. If your application is successful you will therefore be required to pay the Disclosure and Barring Service fee which is currently £38.00. For further information on Safeguarding and to access the College policy please visit [www.blackburn.ac.uk/about-us/welcome/safeguarding](http://www.blackburn.ac.uk/about-us/welcome/safeguarding)
* **Equal Opportunities -** The College is committed to ensuring equal rights and opportunities for all. Recruitment for positions in the College will be carried out in a manner which accords with best equal opportunities practice. The selection of candidates for interview will be based on skills & abilities, qualifications and knowledge & experience stated on the person specification and applicants should bear this in mind when preparing their applications and completing the application form (please refer to the guidance booklet).
* **Learning and Development** – Learning and development is what we do, with staff as well as students. We want every member of staff to enjoy their work and achieve their potential. We offer training and development opportunities to ensure all staff have the skills to do their job to the best of their ability.