**Events Coordinator 0.5 FTE**

Service Area/Centre: Marketing

Hours: 18.5 hours across a minimum of 3 days

Salary: Business support Points 18 - 21

Reference Number:

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The Position

The new Marketing Directorate at Blackburn College is driving growth through the delivery of a new transformative marketing strategy focusing on recruitment, relationships and reputation. We will deliver a new annual omni-channel campaign structure across further, higher, apprenticeship and adult markets delivering exceptional experiences for our prospective students.

The new Events Coordinator will support the delivery of the college’s external engagement with local schools, colleges and the wider community.

Main Duties and Responsibilities

1. Coordinating and supporting all on and offline events, activities, exhibitions and conferences across College, including leading the organisation of large events such as the Graduation Ceremony.
2. Producing and coordinating bespoke College events schedule in conjunction with the Recruitment, Engagement and Events Manager for the student body and our communities.
3. You will initiate, plan, deliver and evaluate all events and ensure that the College presents itself to all audiences.
4. Be a champion for and organisation wide goal of creating exceptional experiences of everyone that engages with us
5. You will be involved in all aspects of the wider marketing and recruitment directorate activities and pro actively share our vision to all.
6. Liaising with all Colleagues at all levels throughout the Centre, such as, the Estates Manager, Health and Safety Manager etc. to ensure the successful delivery of events including the completion of risk assessments.
7. Promoting and communicating events via the VLE, sub TV’s, Student Union, and by attendance at Centre and School and tutorial meetings.
8. In liaison with the Centre Marketing Manager – HE and Recruitment, Engagement and Events Manager develop and support cross college progression events.
9. Liaising with all Colleagues at all levels throughout the Centre, such as, the Estates Manager, Health and Safety Manager etc. to ensure the successful delivery of events including the completion of risk assessments.

10. To positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and procedure.

11. All staff have a contribution to make to the way of which we engage with prospective and existing students, which is implicit in our vision, missions and goals and which places students at the centre of what we do. Therefore all staff are expected to contribute to support colleagues who may have more day to day contact with learners. These include supporting key processes which enhance students’ experience e.g. attendance at promotion activities and open events, supporting student admissions, enrolment, induction, provision of reception cover, invigilation and graduation events. These activities are not exhaustive and may vary from time to time.

12. Any other duties commensurate with the post.

You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the College, always in consultation with the post holder.

Author: Recruitment, Engagement and Events Manager

December 2022