

## **Blackburn Diocesan Board of Education Ltd**

### **Job Description**

<b>Job Title:</b>	Training and Events Administrator
<b>Salary:</b>	£13,478.92 per annum
<b>Hours:</b>	17.5 hours per week
<b>Location:</b>	Board of Education, Diocesan Office, Clayton House, Walker Office Park, Blackburn, BB1 2QE
<b>Responsible to:</b>	Diocesan Director of Education

#### **The Diocese of Blackburn**

The Diocese of Blackburn represents the Church of England in most of Lancashire and part of Wigan Metropolitan Borough, covering an area of 878 square miles with a population of 1.3 million.

The Diocese is made up of two archdeaconries, Blackburn and Lancaster, with a total of fourteen Deaneries. There are 281 Churches, comprising around 226 parishes, with around 250 clergy (c. 200 stipendiary) and 230 licensed Readers.

#### **Blackburn Diocesan Board of Education**

The Diocese of Blackburn represents the Church of England across most of Lancashire and part of Wigan, supporting 191 Church of England schools in delivering high-quality education rooted in the Christian faith. A core part of this work is the provision of training, conferences and events for school leaders, staff, governors, clergy and church leaders.

#### **The Role**

The Diocese of Blackburn seeks an experienced, relational and professional training and events co-ordinator to provide administrative and logistical support for the planning, coordination and delivery of training programmes and events for churches and schools across the Diocese as well as some administrative support for the children and youth department.

Working as part of the Children and Youth team and reporting to the Head of Children, youth and Chaplaincy, the postholder will provide high-quality events and training that support children's and youth workers, headteachers, clergy and school leaders.

#### **Key responsibilities**

- **Co-ordinate events and training**

- To coordinate and administer training sessions, events and conferences for churches and schools such as the Children’s Ministry Conference, Abide youth event, Youth conference, Headteacher’s conference, Headteacher and Incumbent’s conference, Ignite forge training days.
- **Event management and delivery**
  - To organise event logistics including booking venues, speakers and resources.
  - To manage bookings, registration lists and communications with participants.
  - To liaise with venues, speakers, resource providers and delegates to ensure the smooth running of events
- **Event administration and finance**
  - To produce promotional materials including website content, email campaigns and social media.
  - To maintain accurate records of attendance, feedback and evaluation data.
  - To ensure invoices are processed and budgets are monitored effectively.
  - To support the development of future events and training opportunities and continuous improvement through data collection.
- **Children’s and Youth Administration**
  - Provide administrative support for the Inspiring Children and Young People Committee in the Board of Education
  - Provide administrative support for the Diocesan Youth Forum
  - General office duties such as typing, photocopying, record keeping, and monitoring shared inboxes - drafting and responding to messages. Ordering resources and equipment.
  - Acting as one of the first points of contact for the children and youth team, responding to enquiries and directing queries appropriately.
- **Wider Expectations**
  - Participate fully in the BDBE staff team.
  - Model the Christian values of the Diocese in all interactions.

### Key relationships

- Director of Education
- Head of Children, Youth and Chaplaincy
- Diocesan Children’s Work Adviser
- Diocesan Youth Officer
- School leaders, staff and governors
- Clergy and church leaders
- External trainers and facilitators
- Venues and suppliers

### Person Specification

Criteria	Essential / Desirable	Criteria Assessed by Appl/Int/Refs
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<b>Qualifications and training</b>		
Good general education [GCSE English and Maths at grade 'C' or above	Essential	A/R
Enhanced DBS clearance due to regular dealings with children and vulnerable groups	Essential	
<b>Experience and Knowledge</b>		
Experience in administration, events or customer service	Essential	A/I/R
Experience supporting training or events	Essential	A/I/R
Strong IT skills including Microsoft 365	Essential	A/I/R
Experience with systems such as Eventbrite or Mailchimp	Desirable	A/I
High standard of written communication	Essential	A/I
Strong organisational and time management skills	Essential	A/I/R
Ability to prioritise and meet deadlines	Essential	A/I
Ability to work independently and within a team	Essential	A/I/R
Commitment to confidentiality and professionalism	Essential	A/I
Commitment to equality, diversity and safeguarding	Essential	A/I
<b>Personal Qualities and Attributes</b>		
Respect and actively support the Christian ethos and work of the Board of Education	Essential	A/I
An understanding of the Church of England	Essential	A/I
In sympathy with the Christian vision and ethos of the Board of Education	Desirable	A/I
Good interpersonal and communication skills	Essential	A/I/R
A positive attitude towards people and a commitment to equal opportunities and anti-discriminatory working	Essential	A/I
A positive attitude towards training and development	Essential	A/I/R
A team player with a positive, hopeful and solution-focused approach	Essential	A/I/R

## **Outline of Terms and Conditions**

**Employer:** Blackburn Diocesan Board of Education

**Contract type:** Permanent

**Salary:** £13,478.92 per annum

**Hours:** This is a part-time role based on a 17.5-hour working week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours which may include evenings and weekends.

**Location:** The post holder will be based at the Blackburn Diocese Board of Education, Clayton House, Walker Office Park, Blackburn, BB1 2QE. The nature of the role requires some travel around the diocese, and sometimes beyond. A smartphone and laptop can be provided to assist remote working.

**Pension:** The default for staff is a Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution. Clergy can opt into the Church of England Clergy Pension Scheme via a salary sacrifice. Details of this are available on request.

**Annual leave:** The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. This is pro rata for part time employees. The holiday year runs from 1 January to 31 December.

**Probationary period:** The appointment is subject to the satisfactory completion of a six-month probationary period.

**Notice Period:** During the six-month probationary period, four-weeks' notice is required on either party. Thereafter you will be required to give 12-weeks' notice should you wish to resign.

**Expenses:** Working expenses are paid at the diocesan rates.

**Employee Assistance Programme:** Employees of the BDBE are entitled to the Medicash Employee Assistance Programme following their second month of employment. Medicash is available to all employees whose contracts exceed 3-months from their continuous start date.

**Right to work:** The post-holder must have the right to reside and work in the UK.

**Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds**

**The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.**