

**CPD Coordinator**

£20,092 to £21,748 per annum (FTE)

Actual salary £17,647.88 to £19,102.44 per annum

Permanent

**A great opportunity for flexible working**

36.25 hours per week over five days, working term time only plus 10 days. Alternative working hours and arrangements will be considered and should be raised at interview.

**Are you ready to apply your coordination skills and experience to a unique opportunity?**

Bright Futures Educational Trust is seeking an exceptional CPD Coordinator to join Bright Futures' Development Network to organise and coordinate CPD as well as providing all the administration associated with the CPD operations. This role will lead the operational delivery of a specific training programmes and training events. You will be fully supported by an experienced and successful team.

**We are looking for a CPD Coordinator who is...**

- exceptionally well organised with excellent time management skills
- ambitious with a determination to succeed
- an effective communicator
- a team player
- A strong attention to detail

**Think this could be you?**

We offer a great place to work and we are an organisation which really lives its values of community, integrity and passion.

You will find full details of the post and Bright Futures in the comprehensive information pack on our website: <http://bfet.co.uk/vacancies/>.

The link to the application form can also be found here: [CPD Coordinator Application Form](#)

How to apply for the post is also contained in this pack and the closing date is 12pm (midday) on Wednesday 20<sup>th</sup> October 2021. Selection will take place on Monday 25<sup>th</sup> November 2021.

**Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.**