



LIVERPOOL
HOPE
UNIVERSITY

1844

Recruitment Pack

Recruitment and Project Advisor

Job Reference: 3BPER8

Closing date: Friday 8th August 2025 by 5.00 p.m.

www.hope.ac.uk





POST: Recruitment and Project Advisor

STARTING DATE: Available from September 2025

SALARY RANGE: £38,249 - £45,413 (Grade 7) per annum

TYPE OF CONTRACT: Permanent

WORK PATTERN: 35 hours per week (Monday to Friday – 09.00 a.m. – 5.00 p.m.)

REPORTS TO: Director of People Services

The Post

Liverpool Hope University is seeking to appoint a Recruitment and Project Advisor to join our People Services team. The post holder will be responsible for developing an effective corporate Recruitment and Resourcing Service, to meet the strategic and operational requirements of the University. This role also includes managing, and coordinating the University's academic promotion schemes, with a leading role on UK Visa and Immigration and DBS. The role would also be responsible for managing people services projects.

This is an exciting opportunity to continue the recruitment and career development of high-quality staff. The role requires excellent skills in staff recruitment, project skills and knowledge, and requires a good understand of HR practices, particularly in promotion schemes (preferable academic promotion), UKVI and DBS. You will be a vital member of People Services and will join a supportive team made up of thirteen staff members.

The successful candidate will ideally have experience of working in a recruitment role from a complex organisation. They will have knowledge of managing a variety of different resourcing needs, and will be able to demonstrate experience of leading on recruitment, resourcing and career development initiatives. Planning and organising skills are essential, as the post holder will be expected to effectively plan and organise multiple recruitment campaigns, academic promotion processes and projects alongside other required duties. We are looking for a solution-focused individual, with experience of providing sound advice to managers. The individual should possess working knowledge of DBS and Immigration legislation, practices and policies. An up-to-date understanding of good employment practices and employment law, is essential, and should be evident through either demonstrated professional practice, or qualifications. Candidates should demonstrate a focus on equality, diversity and inclusion, and display a proven ability to embed this in to recruitment and retention practices. Knowledge and experience of data and reporting on recruitment statistics would be beneficial.

Applicants should display good leadership qualities, and be committed to; promoting diversity, thinking strategically, and delivering an innovative and pragmatic recruitment service.

We encourage applications from, disabled and Black, Asian and Minority Ethnic (BAME) candidates, these groups are underrepresented throughout Professional Services within Liverpool Hope University, and throughout the Higher Education Sector.

Liverpool Hope University is a Disability Confident Committed employer and run a [Guaranteed Interview Scheme](#).

This post is permanent, subject to the 12-month probationary period.

Job description/key duties of the post

Job Title	Recruitment and Project Advisor	Code	
Subject/Service Area	People Services		
Reports to	Director of People Services		
Accountable To	Director of People Services		

Purpose of Job

To lead, in conjunction with and under the direction of the Director of People Services, in developing an effective corporate Recruitment and Resourcing service to meet the strategic and operational requirements of the University. This includes the lead on university academic promotion schemes, Immigration, DBS and projects as outlined below within the team.

Key Tasks / Responsibilities

- To lead on the development and implementation of corporate recruitment campaigns across the University
- Lead for People Services on academic promotion campaigns for to ensure that the University promotes quality employees ensuring quality assurance of consistent and fair processes and procedures throughout.
- To act as the gatekeeper for all recruitment and promotion activity at the University ensuring that all offer letters and associated contracts are correct and appropriate. Lead on any required legislative changes and take ownership of updates and required changes to recruitment process as a result.
- Ensure all active university vacancies have effective recruitment plans with clear roles and responsibilities and agreed delivery timelines.
- To continue to enhance an appropriate Employer Brand for the University's recruitment activity. Leading on and taking ownership in progressing any relevant schemes and accreditations.
- To develop, create and continually improve quality on recruitment related materials including Job Descriptions, toolkits for managers, web-based materials etc.
- To ensure that corporate expectations and behaviours and values required by the University are demonstrably evidenced in the job descriptions and other associated materials.

- To fully support Line Managers and HR Managers with the recruitment processes including any initial requirements, such as job evaluation activities relating to new or amended roles
- To review, implement and create processes to ensure the smooth transition from the ending of the recruitment process to the on-boarding process.
- To be the corporate lead and own all matters relating to UKVI recruitment related issues. To ensure the University maintains compliance at all time, this includes providing regular training and updates to staff and managers.
- To undertake UKVI audits on a regular basis, highlighting and actioning any concerns to the People Services Director.
- To be the corporate lead on DBS recruitment related issues and provide knowledge and advice on this area as and when required.
- To improve the quality and effectiveness of the recruitment process by carrying out process reviews.
- To manage, co-ordinate and review the academic promotion processes as needed.
- To liaise with relevant stakeholders including HR Managers to ensure resourcing plans reflect corporate and local need.
- To ensure that recruitment processes are streamlined effectively by maximising technological opportunities.
- To own, develop and manage the current Recruitment system by reviewing and implementing the recruitment life cycle to best fit the organisational needs
- To ensure that recruitment policies and practices are developed and updated, in line with best practice, and fully inclusive of relevant equality, Diversity and Inclusion requirements.
- To create, review and deliver training sessions to groups of staff, in recruitment and selection to embed good practice across the University.
- To manage the recruitment communications such as the website, emails and recruitment packs, providing appropriate communications and information for potential applicants, to ensure Hope's unique selling points are fully outlined.
- To produce relevant statistics and benchmarking information for internal and external reporting.
- To develop corporate frameworks for the career development of all employees, particularly in relation to corporate promotion processes.

- To represent the University at internal and external groups and provide reports and recommendations to Hope managers and Human Resources staff when appropriate.
- To provide supervision and coaching on recruitment and promotion matters for the HR Administrators within the Department.
- Manage key HR projects by planning, assigning and disseminating tasks and ensure milestones are met and timelines are adhered to
- Own and be responsible for any projects specifically related to recruitment, recruitment systems and promotion. To undertake any other project work as and when directed by the People Services Director.
- To undertake analysis and report on EDI, recruitment and promotions for relevant committees and accreditation bodies such as Disability Confidence, Athena Swan, Equality, Diversity and Inclusion committee etc.
- To provide support over a range of activities to ensure peak demands are met. This will place a strong emphasis on the postholder to plan work with People Services colleagues and the ability to provide cover across teams as and when determined in general HR duties.

Person Specification

Methods of assessment

Application form **(A)**

Interview **(I)**

Educational Requirements	Essential (E) / Desirable (D)	Method of assessment
<ul style="list-style-type: none">Evidence of proactive approach to Continuous Professional Development	E	A/I
<ul style="list-style-type: none">Degree or substantive professional practice experience commensurate with the level and responsibilities of the post	E	A
<ul style="list-style-type: none">Qualification in Human Resource Management OR Qualification in project management (e.g., PRINCE2, PMP), and / or equivalent professional experience	D	A
<ul style="list-style-type: none">CIPD membership or equivalent	D	A
Experience	Essential (E) / Desirable (D)	Method of assessment
<ul style="list-style-type: none">Experience of working in a large complex organisation	E	A/I
<ul style="list-style-type: none">Experience of working in Higher Education	D	A/I
<ul style="list-style-type: none">Experience in leading and developing recruitment, resourcing and career development initiatives with the ability to source quality academic and Professional Services staff appointments	E	A/I
<ul style="list-style-type: none">Experience coordinating promotion review processes, including managing timelines, documentation, and stakeholder engagement	D	A/I
<ul style="list-style-type: none">Proven track record of managing end-to-end recruitment projects within a complex organisational setting	E	A/I

<ul style="list-style-type: none"> • Experience working across multiple departments and managing cross-functional HR projects 	E	A/I
<ul style="list-style-type: none"> • Experience of analysing data and information, drafting reports, policy documents, committee briefs 	E	A/I
Skills and Knowledge	Essential (E) / Desirable (D)	Method of assessment
<ul style="list-style-type: none"> • Proven ability to provide high level recruitment and resourcing advice and support to Senior managers and the University 	E	A/I
<ul style="list-style-type: none"> • Knowledge of employment law and legislation relevant to recruitment and promotion 	E	A/I
<ul style="list-style-type: none"> • Recent immigration experience in a large HR department advising staff and line managers on legislative updates and adapting processes 	E	A/I
<ul style="list-style-type: none"> • Knowledge of developing an employer brand 	D	A/I
<ul style="list-style-type: none"> • Knowledge of job evaluation, a working knowledge of HERA or HAY would be beneficial 	D	A/I
<ul style="list-style-type: none"> • Exceptional interpersonal, team working and networking skills and the ability to form effective working relationships across the University and beyond 	E	A/I
<ul style="list-style-type: none"> • Proven IT skills with working knowledge with demonstrable experience of managing and developing Applicant Tracking Systems (ATS) 	E	A/I
<ul style="list-style-type: none"> • Supervisory and coaching skills 	E	A/I
<ul style="list-style-type: none"> • Excellent problem solving and analytical skills and the ability to respond quickly to changing circumstances and adapt accordingly 	E	A/I
<ul style="list-style-type: none"> • Ability to work under pressure and to deadlines and to prioritise and manage workload 	E	A/I

<ul style="list-style-type: none"> Ability to effectively plan and organise multiple recruitment campaigns alongside other duties and responsibilities 	E	A/I
<ul style="list-style-type: none"> Commitment to promoting equality, diversity and inclusion 	E	A/I
Any other requirements	Essential (E) / Desirable (D)	Method of assessment
<ul style="list-style-type: none"> Commitment to the Mission and Values of Liverpool Hope 	E	A/I
<ul style="list-style-type: none"> Flexible and adaptable approach to work 	E	A/I

Name of contact for queries

Karen Jones
 HR Manager
jonesk1@hope.ac.uk

Conditions of service:

This post is based at Hope Park campus. However, you may be required to work in other areas of the University as and when required.

The post is permanent, subject to the normal probationary period of 12 months.

Salary scale for this post is £38,249 - £45,413 (grade 7) per annum. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. A higher salary will not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and **supported by evidence**. Salary is payable monthly in arrears by bank giro credit on and around the 20th of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 28 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

Further Information

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high-quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;
- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

Liverpool Hope's Values

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

Equality and Diversity

Consistent with its Mission, Liverpool Hope strives to be a university where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

Health and Safety

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties

Sustainability

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

Benefits of working at Liverpool Hope University

Liverpool Hope offers its employees a full range of benefits:

Pay and Pensions

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

Home and Family

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements

Training and Development

- Induction training for all new staff
- Opportunities to participate in overseas exchange with Erasmus Staff Mobility
- Staff development opportunities

Health and Well-Being

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

Car Parking

All users of university car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us, you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

How to apply

You can download the application form by the links below, or request a hard copy by emailing jobs@hope.ac.uk. You must return a Personal Details form (pages 1-3 or 1-4, depending on the version) and a Work History form (pages 4-8 or 5-8, depending on the version) for your application to be accepted.

[How to apply](#)

Useful Links

[Life at Hope](#)

[People Services](#)

[Job Opportunities](#)

[New International Staff](#)





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