



LIVERPOOL
HOPE
UNIVERSITY

1844

Recruitment Pack

FACULTY PROGRAMME ADMINISTRATOR – 0.6 FTE

Job Reference: 4ASLCA6C

Closing date: Monday 10th November 2025

www.hope.ac.uk





POST: Faculty Programme Administrator – 0.6 FTE

STARTING DATE: As soon as possible.

SALARY RANGE: Grade 4 (£25,804 to £28,031 per annum), pro rata to hours worked.

TYPE OF CONTRACT: Fixed-term for one year

WORK PATTERN: Part-time (21 hours per week)

REPORTS TO: Sarah Meir, University Executive Manager

The Post

Liverpool Hope University is special institution, grounded in history and driven by a values-led approach to educational delivery.

We are seeking to appoint a Faculty Programme Administrator to provide a high level of support in the Faculty of Business, Law & Criminology:

Faculty Programme Administrator (0.6 FTE)

Preferably educated to degree level or with an equivalent qualification and experience, the successful candidates will be required to have excellent organisational skills and strong administration background. They should have experience of working successfully within a team as well as being able to work independently. Strong communication and IT skills are essential, along with excellent attention to detail. Experience of working in higher education is desirable.

The role holders will be required to work flexibly and have the ability to prioritise and organise their own workload. Strong customer-service skills are vital to this role.

A 'can-do' positive approach is essential along with the ability to provide a supportive environment to students and staff across the Faculty.

We would welcome applications from qualified administrative staff and graduates.

This is a part-time role and the working hours will be between Monday and Friday.

Interviews will take place week on Tuesday 18th November 2025 and Thursday 20th November 2025.

The post is fixed term for one year.

Job Description/Key duties of the post

Job Title	Faculty Programme Administrator	Code	4ASLCAC
Subject/Service Area	Faculty of Business, Law & Criminology		
Reports to	University Executive Manager		
Accountable To	Executive Dean		

Purpose of Job
To provide administrative support to the School and to work, when required, as part of the wider School administrative teams.
Key Tasks / Responsibilities
• Proactively support the Head of School, University Executive Manager and other administrative and academic colleagues. • Receive and process enquiries in a timely and efficient manner to contribute to the student experience, and to provide a customer-facing professional service in delivering activities relating to undergraduate and postgraduate taught students and staff. • Undertake general administration such as producing/circulating documents, generating and booking appointments, updating project plans and maintaining online calendars. • Arrange, service and support committee/school/project/student voice meetings including room bookings, co-ordinating diaries, distribute papers, minute taking and following up on any action items. • Booking travel and accommodation for staff and students in line with University regulations and procedures. • Administer departmental finances including processing sales and purchase orders, checking goods received and processing invoices for payment, ensuring compliance with University financial regulations and purchasing procedures. • Maintain up-to-date records as required using University systems (SITS, CIPHR, and UNIT4). • Review information held on School webpage(s) to ensure content is up-to-date, accurate and appropriate at all times. • Oversee classrooms, resources and associated areas within the School. • Provide cover for the Faculty administrative offices when required. • Collate and input assessment data into the central database, liaising with the Registrar's Office as appropriate.

• Liaise with External Examiners as requested and service and support Award & Progression Boards. • Collate student attendance data and information and assist with the monitoring of student attendance/engagement. • Collate and coordinate data and information in order to support management information reporting requirements. • Have a well-developed understanding of the University's regulations, policies and procedures. • Assist in the organisation and planning of academic and school events and projects, delivering them within timescale and budget including venue booking, event set up, updating project plans, minuting project meetings and ordering of hospitality. • Participate in key University activities such as welcome week, inductions, open days, and graduation. • Undertake any other reasonable duties allocated by the University Executive Manager.
Materials, resources & equipment to be used
Standard office equipment e.g. computer, printers, photocopier, telephone.
Qualifications / Experience Required
Good general education, preferably to degree level. Experience of general office work, with good organisational skills. Ability to work proactively to resolve issues that may arise. Ability to work as part of a team, as well as independently, in a busy office environment. Ability to deal competently with School stakeholders. Skilled use of information technology. Servicing meetings, including minute taking.
Regular contacts (internal / external)
University Executive Manager Heads of School Other Administrators Heads of Subject Students Academic staff Central service teams Members of the public External agencies
Staff Reporting to Post holder
None

Person Specification

Methods of assessment

Application form **(A)**

Interview **(I)**

Presentation **(P)**

Educational Requirements	Essential (E)/Desirable (D)	Method of assessment
Degree or equivalent	D	A
Experience	Essential (E)/Desirable (D)	Method of assessment
A good, working knowledge of data systems	E	A/I
Experience of interacting with students	D	A/I
Experience of multi-task administration	E	A/I
Experience of working in a busy office	E	A/I
Experience of organising and minuting meetings	D	A/I
Experience of dealing with confidential information	D	A/I
Experience of dealing with finances and budgets	D	A/I
Skills and Knowledge	Essential (E)/Desirable (D)	Method of assessment
Excellent working knowledge of Microsoft packages	E	A/I
Knowledge of updating websites	D	A/I
Excellent customer-focussed approach to work	E	A/I
High-level communication skills	E	A/I
Proven track record of dealing with confidential matters	D	A/I

Proactive approach to work with a demonstrable ability to multi-task and prioritise workload.	E	A/I
Ability to work as part of a team, as well as independently, in a busy office environment	E	A/I
A flexible and adaptable 'can-do' approach to work	E	A/I
Ability to quickly assimilate complex processes and procedures and apply these in practice	E	A/I

Contact for Queries

Sarah Meir
University Executive Manager
meirs@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 Grade 4 (£25,804 to 28,031 per annum), pro rata to hours worked. 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
- 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 link below:

[How to apply](#)

Useful Links

www.hope.ac.uk/lifeathope/welcome

<https://www.hope.ac.uk/gateway/staff/peopleservices/>

www.hope.ac.uk/jobs





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