



LIVERPOOL
HOPE
UNIVERSITY

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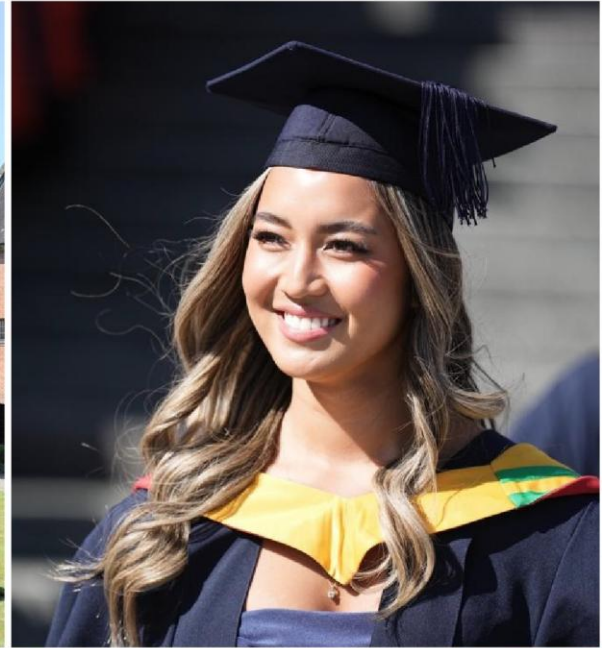
Recruitment Pack

Outreach Assistant – Fixed Term for 50 weeks

Job Reference: 4AUKO1AB

Closing date: Wednesday 24th June 2026 by 9.00am

www.hope.ac.uk





POST: Outreach Assistant

STARTING DATE: ASAP

SALARY RANGE: £24,479 to £25, 249 (Grade 3) per annum

TYPE OF CONTRACT: Fixed term for 50 weeks

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

REPORTS TO: Outreach and Widening Participation Manager

The Post

The postholder will be required to take responsibility for designated areas of marketing and recruitment activities, including outreach and aspects of the admissions process, under the supervision of managers in the team.

The post holder will be required to engage with and enthuse young people and raise aspirations of going to university, this may be done virtually or within a school setting. The successful candidate will be required to work flexibly and have excellent communication skills, as they will represent the University at external and internal events. They will be required to travel to outreach events, and this will include some overnight stays. We are looking for someone with strong organisation skills, the ability to work under pressure and show personal initiative and judgement and a strong team player. Candidates should have knowledge of Microsoft Office and higher education recruitment activities. The post would be suitable for a recent university graduate.

Job description/key duties of the post

Job Title	Outreach Assistant	Code	
Subject/Service Area	Student Futures		
Reports to	Outreach and Widening Participation Manager		
Accountable To	Head of Student Recruitment		

Purpose of Job

The role of the Outreach Assistant is to support the University's marketing and student recruitment activities and to assist in the development of school outreach activities, recruitment fairs, enquiry management, campus tours and open/visit days. The Outreach Assistant will be required to assist in administrative tasks within the department and take an active role in delivering projects to young people.

The post will support the department at two levels:

1. Project planning and delivery related to marketing and student recruitment. This requires taking an active role in planning, designing and delivering recruitment activities both on and off campus and virtually;
2. Administrative duties as requested by the line manager and other senior managers.

The postholder's main role will be to promote and represent the university and attract high-quality students to undergraduate courses through liaison with schools, colleges and careers services. The postholder will work in a range of targeted schools and colleges regionally and across the UK and NI, delivering presentations, attending careers fairs and enhancing relationships in order to increase applications from these institutions. The postholder will be a self-starter, able to work independently, including away from the office as significant travel is required, including during evenings and weekends. The post would be suitable for a recent university graduate.

Key Tasks / Responsibilities

The Outreach Assistant will be required to work flexibly across the whole range of recruitment and marketing activities, undertaking general office duties and specific project support and delivery.

The post holder will be responsible for:

- organising all aspects of their own work and ensuring professionalism at all times
- delivering recruitment activities of the highest quality, providing advice and guidance to prospective students, and representing the university, both internally at our university campuses and externally at schools, colleges and other organisations.
- working with colleagues within the Student Futures/ Corporate Communications teams and across the University to plan and implement arrangements for the delivery of recruitment and marketing activities
- ensuring that all documents, databases, spreadsheets and records are accurate and kept up to date
- monitoring and evaluation of activities, as directed by line manager

- checking required deadlines, ensuring that these are met and keeping action plans up to date
- processing all enquiries professionally and in a timely manner
- ensuring that all activities undertaken comply with Liverpool Hope University policy and procedures and in particular Health and Safety Guidelines
- all other tasks required as and when necessary

Work Performed (relating to key tasks)

The post holder will be required to work as part of the Student Futures/ Corporate Communications team to deliver Liverpool Hope University marketing and recruitment activities, including:

- marketing the University and its courses
- providing clerical support for a range of relevant activities
- working with academic and administrative staff across the university
- working with Student Advocates/Ambassadors
- organising visits to and from the university e.g. with target schools and colleges
- as required, linking with other third party organisations
- representing the university at internal and external events, providing prospective students and their supporters with accurate advice and guidance to support their decision-making
- developing and delivering workshops and PowerPoint presentations to groups of young people, parents and adult learners in person and online when required
- monitoring and evaluation of recruitment activities and providing short summary reports
- representing Liverpool Hope University at meetings and conferences and providing feedback to the team
- Undertaking any other duties as appropriate

Materials, resources & equipment to be used
Materials used will include: <ul style="list-style-type: none"> • Microsoft Office packages, specifically Excel, PowerPoint and Word • Display equipment including exhibition stands and banners • Scanners at UCAS events for processing of data
Qualifications / Experience Required
An undergraduate degree is required and applicants should have some experience of working with young people.
Regular contacts (internal / external)
The post requires good interpersonal and communication skills, as there is constant contact by telephone, email and face to face with a variety of internal and external contacts. This includes: <ul style="list-style-type: none"> • Academic and support staff at the University • Current students • Teachers and pupils in schools and colleges • Parents of prospective students <p>There will be regular contact with the UK Student Recruitment Manager, Head of External Relations and Director of Enrolment.</p>
Staff Reporting to Post holder
NA

Person Specification

Methods of assessment

Application form (A)

Interview (I)

Presentation (P)

Educational Requirements	Essential (E)/Desirable (D)	Method of assessment
Educated to degree level	E	A
High level of literacy and numeracy	E	A
Experience	Essential (E)/Desirable (D)	Method of assessment
Experience of working with young people	E	A/I
Experience of delivering recruitment/widening participation activities	D	A/I
Volunteering/charity work experience	D	A/I
Experience of working in an office environment	D	A/I
Experience with event planning and delivery	D	A/I
Experience of autonomous working	D	A/I
Experience of working in a customer service-based role OR or working with CRM systems	D	A/I
Skills and Knowledge	Essential (E)/Desirable (D)	Method of assessment
Good interpersonal and communication skills: able to relate to young people and those in authority	E	A/I/T
Good ICT skills, including word processing, databases, spreadsheets and software systems, virtual presentation software	E	A/I
Ability to work under pressure	E	A/I

Ability to manage a varied workload within a project delivery context	E	A/I
Ability to work in a team	E	A/I
Ability to work independently and meet given deadlines		
Ability to work under supervision to professional standards and		
Any Other Requirements	Any Other Requirements Essential(E)/Desirable(D)	Method of assessment
Willing to work flexible hours (including weekends)	E	A/I
Willing to undertake training as required (First Aid, Child Protection)	E	A/I
Highly motivated and enthusiastic	E	A/I
Positive approach to higher education	E	A/I
Commitment to providing a high-quality student experience underpinned by the mission and values of the university and willingness to provide a high level of customer service to colleagues and external partners at all times	E	A/I
Full, clean driving license and access to a car	E	A/I
Ability to work from home	E	A/I
Willingness to travel and work away from home	E	A/I

Recent BA/BSc university graduate (or will have graduated by end July 2026)	E	A/I
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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 £25,148 - £27,344 (grade 4) 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

<https://www.hope.ac.uk/lifeathope/>

<https://www.hope.ac.uk/aboutus/jobopportunities/>

<http://www.hope.ac.uk/gateway/staff/staffdevelopment/newinternationalstaff>

