LIVERPOOL HOPE UNIVERSITY
1844

Recruitment Pack

CAMPUS OFFICER (FIXED-TERM FOR 12 MONTHS)

Job Reference: 9CAS01

Closing date: Wednesday 2nd December 2026

www.hope.ac.uk















POST: Campus Officer (fixed-term for 12 months)

STARTING DATE: As soon as possible

SALARY RANGE: Grade 3 (£24,479 to £25,754 per annum, plus 16% shift allowance)

TYPE OF CONTRACT: Full-time, fixed-term for 12 months

WORK PATTERN: Candidates are expected to be able to undertake weekend and night working. The rotating shift pattern is over 24 hours (including nights and weekends) across all three campuses, so a flexible approach is essential.

REPORTS TO: Estate Services Manager or their nominee

The Post

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

We are looking for candidates with the availability to start as soon as possible. Please ensure that your notice period is provided on the application form.

Liverpool Hope has two main teaching campuses: Hope Park, a mini educational village situated in a leafy suburb of Liverpool and the Creative Campus in Liverpool city centre - home to our creative and performing arts subjects. Both campuses have seen major investment in recent years, so traditional architecture now sits beside contemporary buildings and facilities. We also have a residential-only campus based in Aigburth roughly situated between both teaching sites.

The Estates Department is responsible for the management of all aspects of the University's buildings and estates, ranging from the planning and implementation of large scale new build projects to the delivery of maintenance, campus management and cleaning services.

We are now seeking to recruit a professional, proactive and highly motivated individual to join our Campus Services Team. Working across all University sites as part of the team, your main focus will be ensuring the safety and security of staff, students, visitors and the University's properties and grounds. The role is extremely varied and challenging so experience of working in a similar customer facing role with excellent communication skills would be beneficial.

Reporting to a Campus Duty Manager, you will work a rotating shift pattern over 24 hours (including nights) across all three campuses so a flexible approach is essential.

We particularly welcome applications from those in traditionally under-represented groups of the community.

Job Description/Key duties of the post

Job Title	Campus Officer
Subject/Service Area	Campus Services
Reports To	Campus Managers
Accountable To	Estates Services Manager Executive Director of Finance, Services and Resources

Purpose of Job

- To provide a security and portering service to students, staff and visitors across all Liverpool Hope Campuses
- To maintain a safe, secure and well-organised environment for students, staff and visitors
- To assist in the co-ordination and management of out-of-hours activities, specifically assisting in emergencies, out-of-hours pastoral care and other unpredictable situations as part of the University's Residential Life policies

Key Tasks / Responsibilities

- Daily portering duties (eg rubbish removal, room set ups, opening up/locking buildings) ensuring all jobs and job sheets are completed on time
- Responding quickly to fire or intruder alarm activations and undertake building evacuations as per the University's Fire Evacuation procedure
- Respond to any emergency situation, calling emergency services and directing them to all incidents
- Act as first aid responder for all medical calls for assistance and respond to any students and staff with a Personal Emergency Evacuation Plan (PEEP)
- Act as first responder to vulnerable students experiencing personal or mental health issues (e.g. Self-harm, depression, suicidal thoughts or intentions) ensuring each situation is risk assessed until professional advice or support is obtained in order to keep the student safe from harm
- Maintaining the security of rooms and buildings
- Providing a professional front of house service in the University's security lodges including CCTV operation, alarm handling, radio, telephone controls and key sign-out
- Maintain all required paperwork, provide incident reports and follow up any additional instructions or escalations
- Patrol of campus grounds and premises on a regular basis proactively trouble-shooting any issues (e.g. trespassing, anti-social behaviour) and liaise with Police where necessary

- Manage and monitor all alarm and fire systems in the Security Lodge and report faults to Estates or, where appropriate, to the relevant contract companies
- Working closely with the Residential Team, attend any instances of undesirable behaviour or other student pastoral care and discipline issues in halls of residence
- Ensure the University's no smoking policy is adhered to
- Deal with car parking infringements both within the grounds or surrounding roads
- Drive University vehicles when required
- Any other relevant duties as required

Materials, resources & equipment to be used

CCTV
Radio equipment
Body worn video
University Vehicles
Telephone
PC
Emergency Alarms e.g. Fire /Intruder alarms

Regular contacts (internal / external)

Internal	**External**
Campus Managers	Local Community
Campus Duty Managers	Police and Emergency services
Director of Student Life	Visitors
Services Manager	VIP Guests
Director of Estates	Governors

Staff Reporting to Post holder

None

Person Specification

Methods of Assessment: Application Form (A)
Interview (I)

	Essential (E) Desirable (D)	Method of Assessment
Education, Qualifications, Training		
Good general education – 5 GCSE's at Grade C or above including Maths and English or equivalent	E	A
First Aid at Work qualification	D	A
Fire Safety Training	D	A
Possession of a valid SIA licence	D	A
Full UK Driving License	E	A
Experience		
Experience of working as part of a team in a security or related environment.	D	A/I
Experience of dealing with confidential and sensitive issues	D	I
Experience of prioritising workloads with multiple demands	D	A/I
Experience of dealing working with students and providing pastoral care in a professional and courteous manner	D	A/I
Experience of responding to emergency situations within a security role.	D	A/I

Skills and Knowledge		
Good IT skills	E	A
Knowledge of Fire and Police procedures	D	A
Good verbal, numeracy and written communication skills (including ability to write accurate and succinct reports)	E	A/I
Any other requirements		
Commitment to the Mission and Values of Hope	E	I
Flexible and adaptable approach to various shift patterns and willingness to work overtime when required	E	A/I
Ability to meet physical demands of the role without the need for reasonable accommodations, including: standing, walking, lifting, climbing, pushing, pulling, balancing, stooping and handling	E	A/I
Demonstrate an understanding of and commitment to Equality and Diversity	E	I

Contact for Queries

Dave Kerry
Estate Services Manager
Tel: 0151 291 3918

Conditions of service:

This post is based at all Liverpool Hope University campuses.

The post is fixed-term, subject to the normal probationary period of 12 months.

Salary scale for this post is Grade 3 (£24,479 to £25,754 per annum, plus 16% shift allowance). 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

https://www.hope.ac.uk/lifeathope/
https://www.hope.ac.uk/gateway/staff/peopleservices/
https://www.hope.ac.uk/aboutus/jobopportunities/currentvacancies/





disability confident COMMITTED

LIVERPOOL CITY REGION Fair Employment Charter

ARMED FORCES COVENANT

LIVERPOOL HOPE UNIVERSITY
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