



LIVERPOOL  
HOPE  
UNIVERSITY  
1844

# ADMINISTRATOR (DEGREE APPRENTICESHIPS) – 4AAPHO3 RECRUITMENT PACK

Closing date: Wednesday 30<sup>th</sup> October  
2024 by 5.00 p.m.

Included in this pack

Role Outline  
About the University  
Job Specific Details  
Job Description / Role Profile  
Person Specification  
Further information and Benefits of Working at Liverpool Hope University  
Useful Links and How to Apply



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## PERSONNEL DEPARTMENT RECRUITMENT PACK

POST: Administrator (Degree Apprenticeships)

STARTING DATE: ASAP

SALARY RANGE: £25,148 - £27,344 (Grade 4) (pro rata to hours worked) per annum

TYPE OF CONTRACT: Fixed term

WORK PATTERN: 17.5 hours per week

REPORTS TO: Director of Apprenticeships

## THE UNIVERSITY

If you join us, you will be doing so at an exciting time in our development and join a team of over a thousand staff, committed to providing education to our thousands of students. Liverpool Hope University is a financially sound, vibrant academic community with excellent scholarly standards and high ambition. We are proud of our past, confident in our present and excited about our future.

Hope is a liberal arts inspired university with a unique ecumenical Christian foundation, which strives to provide a deep and well-rounded education of the whole person irrespective of faith, age, social class or ethnic origins or physical capacity. We are a real community with two beautiful garden campuses which has striven for and, we believe, achieved that balance between research and teaching. We have also successfully brought together the benefits of full University status (including RDAP) with the value of a college experience. At Hope a drive for academic excellence and a genuine concern to widen participation complement each other. Ours, we say with justification, is 'a University with a collegiate heart'.

## THE POST:

Liverpool Hope University is seeking to appoint an experienced and organised individual as a new Degree Apprenticeships Administrator, as the University enters the Degree Apprenticeships market as a new provider.

This role will be part of the central University Apprenticeships Hub, working closely with the Director of Apprenticeships to assist in the coordination of the University's degree apprenticeship activities. The post holder will play a key role in ensuring smooth, effective systems and supporting the development of faculty initiatives in this area. They will be responsible for building and maintaining relationships by liaising with students, academics, professional services staff, other university departments, external companies, and agencies, fostering an inclusive environment for all.

Joining during the setup phase – with the first cohort starting in September 2025 – the post holder will support various activities including, but not limited to, project management, systems and process setup, marketing and recruitment activity.

The post is a 12-month fixed term post, in the first instance.

## JOB DESCRIPTION/KEY DUTIES OF THE POST:

<b>Job Title</b>	<b>Administrator</b>	<b>Code</b>	
<b>Subject/Service Area</b>	<b>Apprenticeship Hub</b>		
<b>Reports to</b>	<b>Director of Professional Learning</b>		
<b>Accountable To</b>	<b>Director of Apprenticeships</b>		

<b>Purpose of Job</b>
To assist in the coordination of the University's degree apprenticeship activities. To ensure effective and efficient smooth running of systems and development of the faculty's initiatives in these areas. To maintain relationships by liaising with students, academics, professional services staff, other university departments, external companies and agencies in relation to degree apprenticeship initiatives.



<p><b>Key Tasks / Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist with the provision of a comprehensive administrative support service for all aspects of Degree Apprenticeships provision</li> <li>• Maintain, record and monitor the Degree Apprentices database</li> <li>• To assist with new admission enquiries and correspond with employers/applicants as appropriate</li> <li>• To provide administrative support for the Induction for Degree Apprenticeships programmes</li> <li>• Receive and process enquiries in a timely and efficient manner from apprenticeship students and monitor their engagement on their programme, adhering to the University's attendance and engagement policy</li> <li>• Support the Director of Apprenticeships and Programme Leaders in developing relationships with key stakeholders. Including liaising with them in relation to any administrative requirements relating to the apprenticeship programme</li> <li>• Create and maintain Apprenticeships' Training Plans</li> <li>• To provide administrative support to the Director of Apprenticeships, including Call off Contracts, Commitment Statements, training plans, end point assessment tasks etc.</li> <li>• To assist Programme Leaders and Skills Coaches in the creation of Commitment Statements and liaising with employers for agreement and sign off</li> <li>• Check and circulate updates from relevant regulatory bodies e.g., Education Skills Funding Agency (ESFA); Department for Education (DfE)</li> <li>• Arrange, service and support all Degree Apprenticeships projects groups and committee meetings, to include preparation and distribution of Agendas, minute taking and following up on any action items</li> <li>• To undertake any other duties commensurate with the grade as directed by the Director of Apprenticeships</li> </ul>
<p><b>Materials, resources &amp; equipment to be used</b></p> <p>Standard officer equipment e.g., computer, printers, photocopier, telephone</p>
<p><b>Regular contacts (internal / external)</b></p> <p>Faculty Academic and Professional Services colleagues  Finance  Admissions  Student Life  Employers  External agencies e.g., DfE</p>

Staff Reporting to Post holder
None

#### NAME OF CONTACT FOR QUERIES:

Mrs. Sue Cronin  
 Director of Apprenticeships  
[cronins@hope.ac.uk](mailto:cronins@hope.ac.uk)

#### CONDITIONS OF SERVICE:

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

The post is a 12-month fixed term post in the first instance.

Salary scale for this post is £25,148 - £27,344 (Grade 4) (pro rata to hours worked) 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. Factors which may be taken into consideration when deciding an appropriate starting salary include; previous relevant experience in relation to the role and person specification, consideration of the current salary of the successful candidate (where this can be confirmed by documentary evidence or a reference from the existing employer), consideration of Equal Pay legislation and external market factors. A higher salary should 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 20<sup>th</sup> 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.

## PERSON SPECIFICATION

### Methods of assessment

Application form **(A)**

Interview **(I)**

Presentation **(P)**

<b>Educational Requirements</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
Relevant work experience	E	A
<b>Experience</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
Experience of working in an administrative role ideally, in a further/higher education environment.	D	A/I
Experience of servicing meetings/minuting taking	D	A/I
<b>Skills and Knowledge</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
Knowledge and ability to process, understand and collate data for monitoring/reporting purposes	E	A/I
Planning and organising skills	E	A/I
Excellent communication skills – both written and verbal	E	A/I
Proven track record of dealing with confidential matters	E	A/I
Ability to organise own workload to meet deadlines with minimal supervision as well as being an effective team member.	E	A/I
Ability to use initiative and creativity to resolve problems, identifying practical and suitable solutions.	E	A/I
Customer service skills	E	A/I
Knowledge of University systems (SITS and Agresso)	D	A/I
IT skills (MS Word, Excel)	E	A/I
<b>Any other requirements</b>		
Commitment to equality, diversity and inclusion policies and objectives	E	A/I

## 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
- Help with childcare costs

### 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.

## Useful Links

[www.hope.ac.uk/lifeathope/welcome](http://www.hope.ac.uk/lifeathope/welcome)

[www.hope.ac.uk/personnel](http://www.hope.ac.uk/personnel)

[www.hope.ac.uk/jobs](http://www.hope.ac.uk/jobs)

[www.hope.ac.uk/gateway/staff/staffdevelopment/newinternationalstaff](http://www.hope.ac.uk/gateway/staff/staffdevelopment/newinternationalstaff)

[www.hope.ac.uk/media/liverpoolhope/contentassets/media.42616.en.pdf](http://www.hope.ac.uk/media/liverpoolhope/contentassets/media.42616.en.pdf)

## How to Apply

You can download the application form by the links below, or request a hard copy by emailing [jobs@hope.ac.uk](mailto: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.

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

