



LIVERPOOL HOPE  
UNIVERSITY

175 YEARS OF ACADEMIC  
EXCELLENCE

# Coastal Network Assistant 4AGES1 RECRUITMENT PACK

Closing date: Friday 3<sup>rd</sup> May 2024

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



LIVERPOOL  
HOPE  
UNIVERSITY  
1844

## PERSONNEL DEPARTMENT RECRUITMENT PACK

POST: Coastal Network Assistant

STARTING DATE: ASAP

SALARY RANGE: £27,181 to £30,487 Grade 5

TYPE OF CONTRACT: Fixed Term 12 months from start date

WORK PATTERN: Part Time 0.5 FTE – 17.5 hours per week

REPORTS TO: Rev Paul Rooney

RECRUITMENT PACK

## 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 looking to recruit a Coastal Network Assistant (part-time 0.5) to serve the Sand Dune and Shingle Network, based in the Department of Geography and Environmental Science. The appointment is for a period of 12 months.

Liverpool Hope University is developing the network with core stakeholders including Natural England, The National Trust, Natural Resources Wales, NatureScot and the Department of Agriculture, Environment and Rural Affairs Northern Ireland (DAERA)

Working with the network stakeholders and under the supervision of the Network Director, the post holder will be responsible for administration and development duties to promote and encourage management of dune, machair and shingle habitats in a way that will benefit both nature and people.

We are seeking a candidate educated to degree level or with relevant professional experience. Excellent organisational and communication skills are required. The post holder will be required to work flexibly and show personal initiative. Candidates should have a commitment and enthusiasm for the conservation of coastal environments.

The post is Part Time/Fixed Term for 12 months subject to the normal probationary period of twelve months.

## JOB DESCRIPTION/KEY DUTIES OF THE POST:

To assist in the development and delivery of the coastal sand dune and shingle network

### Key Tasks / Responsibilities

- Administrative and development duties, including:
  - o assistance in the preparation and distribution of coastal network materials
  - o general administrative duties including IT based tasks

- o participation in conference and workshop organisation
- o participation in coastal network management meetings
- o participation in coastal network monitoring activities
- Communication activities, including:
  - o assistance in the preparation of materials for the coastal network web site ([www.hope.ac.uk/coast](http://www.hope.ac.uk/coast)) newsletters, social media and articles
  - o assisting contact and liaison with and between relevant coastal stakeholders
  - o administration of a coastal network contact database
- Staff development activities, including:
  - o participation in internal/external activities and/or professional experience
  - o participation in staff performance review
- Research and consultancy, covering:
  - o assistance with coastal research, consultancy and publications carried out either within Hope, or externally

#### Work Performed (relating to key tasks)

- Completion of administrative and development tasks for the coastal network
- Attendance at meetings, as required
- Attendance at coastal network events, as required
- Attendance and participation in appropriate staff development activities
- Assistance with coastal research, consultancy and publications, as required

#### Qualifications / Experience Required

- An undergraduate degree (2:1 or above) in a relevant subject area such as biological / environmental science / geography
- Relevant professional body membership (e.g. CIEEM – could be at student or graduate level)
- Knowledge and experience of dune and shingle habitats and their management
- Experience in the use of GIS
- Experience of web site administration
- Experience of database administration

NAME OF CONTACT FOR QUERIES:

Rev Paul Rooney

## CONDITIONS OF SERVICE:

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

The post is Part Time/Fixed Term and subject to the normal probationary period of twelve months.

Salary scale for this post is £27,181 to £30,487 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

### Coastal Network Assistant (part-time) – Sand Dune and Shingle Network

#### Methods of assessment

Application form (A)

Interview (I)

Presentation (P)

<b>Educational Requirements</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of Assessment (A/I/P)</b>
<ul style="list-style-type: none"><li>An undergraduate degree in a relevant subject area such as biological / environmental science / geography</li></ul>	E	A
<b>Experience</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
<ul style="list-style-type: none"><li>Experience of dune and shingle habitat management</li></ul>	D	A and I

<ul style="list-style-type: none"> <li>Project administration and management</li> </ul>	D	A and I
<b>Skills and Knowledge</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
<ul style="list-style-type: none"> <li>Knowledge and understanding of coastal dune and shingle ecology and management</li> </ul>	D	I
<ul style="list-style-type: none"> <li>Administrative and organisational skills</li> </ul>	E	A and I
<ul style="list-style-type: none"> <li>Highly developed interpersonal skills</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Effective teamwork skills</li> </ul>	E	A and I
<ul style="list-style-type: none"> <li>Ability to communicate effectively (both orally, in writing and with IT)</li> </ul>	E	A and I
<ul style="list-style-type: none"> <li>IT skills e.g. use Microsoft packages, databases and web site management</li> </ul>	E	A and I

<b>Any other requirements</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
<ul style="list-style-type: none"> <li>Enthusiasm for the conservation of coastal environments</li> </ul>	E	I
<ul style="list-style-type: none"> <li>The successful candidate must be willing and able (i.e. be able to travel) to work occasionally in locations across the UK and in Europe.</li> </ul>	E	I

<ul style="list-style-type: none"> <li>• Commitment to the Mission and Values of Liverpool Hope University</li> </ul>	E	I
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## 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)

[Celebrating National Recognition](#)

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

[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/>

