



LIVERPOOL  
HOPE  
UNIVERSITY  
Est. 1844

# PROJECTS OFFICER - 4APLD01

## RECRUITMENT PACK

Closing date: Monday 20th May 2024 at  
9.00am

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: Projects Officer

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

TYPE OF CONTRACT: Fixed Term for 12 months

WORK PATTEERN: Full – Time (35 hours per week)

REPORTS TO: Faculty University Executive Manager

## 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:

We are looking for an experienced Projects Officer to work within the Faculty of Education and Social Sciences. The role will be specifically situated within the School of Teacher Education and will be predominantly focused on the set up and implementation of a level 7 PGCE programme that is being delivered in collaboration with a national validated partner.

The role will require someone who has experience of University Programme Administration who also has the ability to coordinate projects. This will include working closely with the Academic Programme Lead to track and monitor key performance indicators which will include comprehensive quality assurance and financial outcomes.

The successful candidate will have excellent communication skills, working with both internal and external stakeholders.

The post is fixed term for 12 months in the first instance. The successful candidate would need to be available during the month of August 2024.

## JOB DESCRIPTION/KEY DUTIES OF THE POST:

### **Purpose of Job**

To assist and support in the scoping, planning, development, implementation, monitoring and coordination of projects within the Faculty of Education. This will include specific responsibilities for the operation and provision of effective programme management (credit and non-credit bearing), using a variety of administration systems and processes relating to project/programme activity within the Faculty of Education.

## **Main Duties and Responsibilities**

- To assist and support the University Executive Manager (UEM), and other members of the University i.e. Heads of Departments, Academic Programme Leads to ensure income targets are met.
- To support the planning, scheduling and coordination of project/programme activity, including costing and setting up new courses/programmes and projects as required, and reviewing and improving as appropriate.
- To ensure University Quality Assurance policies are implemented and reviewed, specifically in relation to contracted partnerships
- To support existing, and the development of, collaborative provision and external partnerships through high level administration.
- To coordinate key projects as directed by the UEM.
- To monitor, administer and review budgets under the responsibility of, and in liaison with, the UEM.
- Ensure compliant engagement with hourly paid academics and consultants, in liaison with academics, HR, Finance and the University Executive Manager.
- To ensure external partnership and contracts are compliant through high level administration
- Manage events, and coordinate courses and projects, as required in support of the Faculty of Education, academics and external stakeholders.
- Analyse internal and external data requirements as and when appropriate.
- To create promotional literature and manage the promotion of programmes/projects.
- Maintain up to date and accurate records as required example, using University systems such as SITS.
- Use of Agresso to set up suppliers and customers, raise invoices, Purchase Order Numbers, receive goods and run financial reports.
- Liaise with a wide range of internal and external contacts in relation to Faculty of Education Projects.
- Respond promptly to enquiries from current and prospective clients as well as internal and external customers/agencies.
- Have a good working knowledge of University regulations, policies and procedures and comply with them at all times.
- Attend and service relevant Faculty meetings, Committees and Exam Boards as required through the production and distribution of relevant documentation and minute-taking.
- To undertake any other duties commensurate with the post and as requested by the UEM/Executive Dean of Education

Additionally, the post holder will be expected work professionally and flexibly, as part of a team, across the whole range of administration functions that is required to provide to staff, students and external stakeholders.

## **Materials, resources & equipment to be used**

Standard office equipment e.g. computer, telephone

<b>Regular contacts (internal / external)</b>
Businesses Schools and education providers Diocese Students Academic staff Central Departments Members of the public External agencies
<b>Staff Reporting to Post holder</b>
None.

**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 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

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

	Essential (E) Desirable (D)		Method of Assessment
<b>Educational, Qualifications, Training</b>			
Educated to degree level or equivalent	D		A
Minimum GCSE English or NVQ Key Skills Level III in Communication	E		A
<b>Skills, knowledge and experience</b>			
Knowledge of University systems and procedures (SITS and Agresso)	E		A/I
Experience of interacting with students	E		A/I
Experience of costing up courses and/or conferences and administration of budgets	D		
Experience of general office work, with excellent organisational skills	E		A/I
Experience of programme administration	E		A/I
Experience of project management	E		A/I
Experience in compliance or quality assurance	D		A/I
Experience and knowledge of Microsoft Office Products and skilled use of information technology	E		A/I
Excellent telephone manner and customer service skills	E		A/I
Experience of working in an Educational setting and / or customer service environment	D		A/I
Excellent communications skills	E		A/I
Ability to work proactively to resolve issues that may arise	E		A/I
Ability to work as part of a team, as well as independently, in a busy office environment	E		A/I
Ability to work under pressure and to prioritise workload to strict deadlines	E		A/I
Ability to manage, communicate and contribute effectively with Faculty and External stakeholders	E		A/I
Servicing Departmental meetings, including minute taking	E		A/I
Attention to detail and excellent organisational skills	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)

[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/>

