



LIVERPOOL
HOPE
UNIVERSITY

1844

Recruitment Pack

Head of Student Development and Employability

Job Reference: 2BSDE1

Closing date: Monday 20th October 2025 by 5.00 p.m.

www.hope.ac.uk





POST: Head of Student Development and Employability

STARTING DATE: Available from December 2025

SALARY RANGE: £47,389 - £56,535 (Grade 8) per annum

TYPE OF CONTRACT: Permanent

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

REPORTS TO: Director of Student Futures

The Post

Liverpool Hope is looking for a new Head of Student Development and Employability to lead our team of Career Advisors, Employer Engagement Officers and Alumni Engagement colleagues. Working with the Director of Student Futures, the Head will have strategic and operational oversight of central services and programmes designed to support the career aspirations of Liverpool Hope students and new graduates.

The postholder will be an experienced manager, and a self-starter, with excellent communication, customer service, and relationship building skills. They have experience of managing projects and working collaboratively with others in order to deliver them successfully. This role will be instrumental in developing relationships internally with teaching and learning colleagues, and externally with employers in the Liverpool City Region and beyond. To be successful in this role, the postholder must be comfortable with making data informed decisions about existing and new initiatives, and resourcing.

This role will require more flexibility, including infrequent weekend and evening work to support university wide events. There will also be some UK travel required. Experience in higher education is not required, but the successful candidate will need to be passionate about working across to education and successful careers, irrespective of background.

This post is permanent, subject to the 12-month probationary period.

Job description/key duties of the post

Job Title	Head of Student Development and Employability	Code	
Subject/Service Area	Student Futures (Recruitment Marketing and Admissions)		
Reports to	Director of Student Futures		
Accountable To	Director of Student Futures		
Purpose of Job			
The post holder will have strategic and operational oversight of central services and programmes designed to support the career aspirations of Liverpool Hope students and new graduates. You will have responsibility for creating, developing, leading, and evaluating an expanding portfolio of employability enhancing initiatives. Working in partnership with key internal and external stakeholders across the University, Liverpool City Region and beyond, you will run an effective central careers service, alongside embedding careers and skills development programmes within the curriculum, supporting educational gains and student career-readiness. Developing relationships with colleagues, employers, recruiters, and volunteer organisations to provide work-based learning opportunities to support students in acquiring and practicing professional and social skills that enable them to engage and compete successfully on the world stage. The post holder will also have oversight of the Alumni Engagement team, with strategic responsibility for the development of an effective and engaging alumni programme, designed to involve alumni in the life of the University, particularly in support of current students and new graduates.			
Key Tasks / Responsibilities			
Be responsible for the strategic planning, development, management and leadership of the Careers and Employability Service, and the Alumni Engagement Team. Inspire, lead and manage the Team, enabling them to develop, deliver and evaluate services that are innovative, flexible, student-centred and impactful. Provide an annual operational plan and associated set of targets, against which the Careers and Employability team can be measured. Provide an annual report of activity for the Careers and Employability team, and the Alumni Engagement team. Manage the Careers and Employability and Alumni Engagement budget, preparing funding requests and reporting on budget spend when required.			

Monitor the delivery and quality of Careers Information, Advice and Guidance provided by the Careers and Employability Team.

Work in partnership with key stakeholders across the University, its Faculties, Learning and Teaching, Student Life, Library and Student Finance to influence the shape and development of curricular and co-curricular programmes and interventions to support student employability, drawing on labour market expertise to ensure relevance.

Forge and deepen relationships with employers regionally, nationally and internationally to develop opportunities for students that are meaningful and supportive of the student employability journey. This includes work-based learning from short-term work shadowing, up to full year placements.

Engaging in strategic collaboration with the Liverpool City Region Combined Authority and senior leaders across the region, in order to stay up to date on the local skills agenda, influencing and supporting activity in the region on behalf of the University.

Accountability for the management, compliance and administration of the University's provision of paid and volunteering opportunities such as Hope Works, the Student Futures Internships, and the Service and Leadership Awards. Working in partnership with key stakeholders such as the Community Engagement Team to build relationships with local, national and international projects and volunteering providers to enhance the portfolio of volunteer opportunities available to our students.

Set, monitor and ensure compliance with service quality standards and performance indicators.

Regularly report on employability and alumni engagement activity to relevant University colleagues, committees and working groups.

Contribute to the University's Teaching Excellent Framework planning and reporting, supporting Educational Gains across the University.

To liaise with appropriate local and national communities relating to graduate employment and participate in the work of professional associations, particularly the Association of Graduate Careers Advisory Services (AGCAS).

Work Performed (relating to key tasks)

Regular meetings with Executive Deans/Heads of Schools to develop, implement and review strategies, initiatives and processes relating to employability development within their academic units.

Provide leadership and guidance to careers advisers who are responsible for developing and implementing a comprehensive portfolio of careers education to meet the individual needs of subjects throughout the curriculum.

Materials, resources & equipment to be used
Employability Hub Web-based Careers Service platforms such as Abintegro and JobTeaser Management of Moodle programmes for the service.
Qualifications / Experience Required
A degree or equivalent qualification, or substantial relevant experience that demonstrates high order literacy, numeracy and analytical skills. Relevant professional qualification e.g. Postgraduate Qualification in Career Development (QCD) or Postgraduate Diploma in Career Guidance (DipCG). Leadership and management experience in a higher education setting. Excellent representation skills and the ability to use highly developed influencing and networking skills to win support, and to develop a positive profile within the University and externally. Excellent presentation skills with experience of delivering engaging content to a diverse range of audiences. Strong planning and organisation skills, with a professional and positive approach to: • responding creatively to change; • setting standards at a sufficiently high level to achieve operational objectives; • planning ahead and thinking strategically, taking account of the views and requirements of a wide range of stakeholders; • working without direct supervision; • Motivating others; • using judgement, rational analysis and experience to make timely decisions. Excellent analytical skills and the ability to draw conclusions from complex information sets and to make clear recommendations for action. Ability to manage multiple projects simultaneously. Ability to take responsibility for and to resolve complex professional matters Evidence of, and commitment to, ongoing personal and professional development. A commitment to equality and diversity policies and objectives.
Regular contacts (internal / external)
Liverpool Hope students & graduates PVC (Recruitment, Marketing and Admissions) Deputy Vice-Chancellor and Provost Deans and Heads of Departments. Key Academic staff across the University Director of Student Life, and the Student Life team Director of Teaching and Learning, and the T&L team Liverpool City Region representatives (responsible for the LCR Skills agenda)

Staff Reporting to Post holder
Careers Advisers Employer Engagement Officers Alumni Manger Alumni Corporate Events and Relationship Manager Administrator (Hope Works)

Person Specification

Methods of assessment

Application form **(A)**

Interview **(I)**

Presentation **(P)**

Educational Requirements	Essential (E)/Desirable (D)	Method of Assessment (A/I/P)
Degree or equivalent qualification/relevant experience	E	A
Relevant professional qualification e.g. Postgraduate Qualification in Career Development (QCD) or Postgraduate Diploma in Career Guidance (DipCG)	E	A
Experience	Essential (E)/Desirable (D)	Method of assessment
Leadership and management experience in a large and complex organisation	E	A/I/P
Experience gained in a higher education setting	D	A
Budget management	D	A/I
Delivering presentations and workshops in small and large group settings	E	A/I/P
Recent experience of providing individual and group Careers Information, Advice and Guidance	D	A/I
Experience of deploying quality assurance & improvement processes	E	A/I

• Experience of setting and monitoring milestones and targets	E	A/I
Skills and Knowledge	Essential (E)/Desirable (D)	Method of assessment
• Understanding of the role of careers and employability in higher education, sector best practice, and key policies, data sources, challenges and opportunities relating to the employment, self-employment, and employability of graduates	E	A/I/P
• An awareness and appreciation of the needs of a diverse student and alumni population	E	A/I
• Influencing and negotiating skills	E	A/I/P
• Excellent data gathering, processing, analysis and summarising skills. Able to spot trends and discern which data is of greatest importance. Able to convert complex information into a form that is accessible and useful to a range of audiences	E	A/I/P
• Excellent written and spoken communication skills, including engaging presentation delivery	E	A/I/P
• Strong planning and organisation skills	E	A/I/P
• Knowledge of the graduate employment landscape and its current challenges and opportunities	E	A/I/P
• Knowledge of the Graduate Outcomes survey	D	A/I

Name of contact for queries

Claire Brownlie
Director of Student Futures
brownlc@hope.ac.uk

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 £47,389 - £56,535 (grade 8) 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 32 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

[Life at Hope](#)

[People Services](#)

[Job Opportunities](#)

[New International Staff](#)





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