



Job Description and Person Specification

Summary

Job title:	Campus Connector
Area:	Student Life
Reference:	EHA
Grade and Salary:	Hourly rate £12.84
Contract Type:	0 Hours
Hours:	Part Time
Location:	Ormskirk (with some opportunities in Manchester too)
Accountable to:	Student Life Manager
Reporting to:	Student Life Officers



About the Department

Campus Connectors are a vital element of the Student Life team who are part of the Student Services department. Student Services play a crucial role in ensuring that students have an enriching and fulfilling experience during their course of study. The remit of the department is to support students with many of the aspects of student life that impact on their studies and student experience. This includes provision of wellbeing and counselling; inclusion and disability support; financial support and money advice; student induction, activities and opportunities; student support and continuation of studies; multi faith and community; and support for disadvantaged groups such as care experienced students. The department supports all students including undergraduate and postgraduate, full and part time, apprentices and trainees, and home and international with a particular focus on ensuring all students receive a multi-cultural and internationalised experience.

About the Role

At the heart of everything that the Student Life Team and the Campus Connectors do is a passion for their mission which is to ensure that all students truly feel like they belong at Edge Hill. Duties range from helping students settle in to supporting the delivery and promotion of the events programme and providing low level wellbeing support. The events programme is core to the role and is purposefully designed to help our diverse range of students to make connections with each other and to foster life-long friendships.

The Campus Connectors are line managed by the Student Life Officers and together they work collaboratively with colleagues across the university to devise, plan, and deliver an inclusive, vibrant and engaging calendar of activity for all of our student communities.

The role is primarily focused on engaging and connecting face to face with students but also involves positively interacting with staff, visitors and stakeholders. Therefore, you must be confident in being a recognised point of contact and you should feel comfortable in approaching and talking to a broad range of individuals. You should also understand the importance of creating an exceptional student experience and you should have a high degree of empathy for others. You should thrive in an environment where you can learn and apply a variety of new skills and should have a positive 'can do' attitude to work.

There will be an expectation for you to be in photo and video content across our social media channels to develop our visibility to students across campus. You will also be required to work flexibly at weekends, evenings and during vacations. The role requires a real passion for making a difference to the student experience and a high degree of commitment and professionalism is required.

Duties and Responsibilities

1. Work collaboratively with other Campus Connectors, the Student Life Team and other staff teams to develop, promote and host events and activities aimed at creating a sense of belonging for all Edge Hill Students

2. Form a strong understanding of how the Student Life Portal works and keep up to date with upcoming events to effectively promote them
3. Develop an understanding of the support services available to students, how to effectively signpost and how to acknowledge when further support is required
4. Effectively communicate with other Campus Connectors, staff and our diverse student body both in person and online. This will include providing content for social media
5. Act as an ambassador for Edge Hill, representing the University at events such as Open Days and Offer Holder Days. This includes featuring in content
6. Attend and contribute to essential training, 121's with the Student Life Officers and Campus Connector Team Meetings. This should include providing feedback, sharing your ideas and helping to troubleshoot challenges
7. Uphold professional standards and accurately monitor and evaluate activity in line with departmental procedures and practices

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; complete all mandatory training and induction modules, including Equity, Diversity & Inclusion and Health & Safety; engage in appropriate learning and development activities; actively participate in performance review; demonstrate excellent customer care; contribute to an inclusive environment for everyone; respect confidentiality; act in a sustainable and environmentally conscious manner; and proactively consider accessibility in all aspects of your work.

Eligibility

Candidates should note that shortlisting will be based on information gathered at the assessed recruitment day provided on the application form, regarding the applicant's ability to meet the criteria outlined.

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Current student at Edge Hill University and will be a student for 2026-2027 academic year.	Essential	Assessment Day

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Experience of promoting, delivering and developing activities and events	Essential	Assessment Day / Interview
Experience in the use of a wide range of basic IT applications, including Microsoft Word, Outlook, and PowerPoint	Essential	Assessment Day / Interview
Knowledge of Student Life and the other services available within Student Services	Desirable	Assessment Day / Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Strong ability to inspire and motivate people from a range of backgrounds	Essential	Assessment Day / Interview
Excellent communication skills	Essential	Assessment Day / Interview
Ability to work on own initiative and as part of a team	Essential	Assessment Day / Interview
Good time management and organisational skills	Essential	Assessment Day / Interview
Ability to work under pressure and problem solve	Essential	Assessment Day / Interview
Ability to uphold professional standards	Essential	Assessment Day / Interview
Understanding of the importance around maintaining confidentiality; data protection legislation; and how both can be implemented in practice	Essential	Assessment Day / Interview

Personal Qualities

Criteria	Essential or Desirable Criteria	Method of Assessment
A naturally positive, solution focused attitude to resolving 'everyday' variable challenges in a customer focused Environment	Essential	Assessment Day / Interview
Willingness to operate flexibly to meet business needs	Essential	Assessment Day / Interview

How to Apply

Please book a space onto our Assessed Recruitment Day.

<https://studentlife.edgehill.ac.uk/leap/event.html?id=17946&service=Student+Life>

Expression of Interest > Assessed Recruitment Day > Shortlisting > Interview > Outcome

For informal enquiries about this vacancy, you may wish to contact: Danielle Barnes, Student Life Manager at Danielle.Barnes@edgehill.ac.uk

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.

Key points:

The Assessed Recruitment Day bookings work on a first come first served basis, if the spaces do not fill up, it will close on Tuesday 21 April 23.59. Please note, we encourage you to book your place on in good time, as once it is full, we will not be taking any more applicants.

Shortlisting will take place after the Recruitment Day and successful candidates will be invited to interview. These interviews will take place 30 April and/or 1 May.

We will get in touch as to whether or not you have been shortlisted Tuesday 28 April.