



## Faculty Recruitment Officer

### Department:

Division of Marketing, Recruitment and Admissions

Ref: MRA-33/P

### Post:

Salary in the range of £26,396 - £31,415 per annum

### \*Closing date for applications:

12:00 noon on Friday 17 February 2023

Interviews are expected to take place within 3 weeks of the closing date but may be sooner.

If you are interested in working at the University of Bolton, please download the detailed job description from the link below and send a CV and covering letter to [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk). You **MUST** tell us exactly how you meet the role requirements set out in the Job Description/Person Specification and why you would like to join our team in your cover letter.

The Job Description/Person Specification can be viewed on our website <https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies/> or requested by email : [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk)

Please ensure that you quote the position reference on all documentation submitted.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>.

\*Please note, the university reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received.

At the University of Bolton, we are proud to put our students and their needs first - it's what we're all about. We know what it takes to provide a university experience that students love and that prepares them for employment; that's why we've been ranked 1st in the North West for Student Satisfaction for the past 5 years by The Complete University Guide.

Following a period of sustained growth in student applications and enrolments we have embarked on the next step of our development to ensure that our marketing and recruitment activities continue to deliver growth and continuous improvement.

The Faculty Recruitment Officer provides essential support to three Faculty Recruitment Managers who are the single point of contact for their faculty in respect to recruitment and admissions matters. You will manage projects on their behalf and will liaise with Programme Leaders, Lecturers and support staff in delivering the faculty recruitment plans on time and to budget.

You will be highly organised and have an eye for detail with the ability to deal with multiple priorities at any one time. You will be a proactive, target-driven professional, ideally with experience within higher education marketing or recruitment, however, your drive and tenacity for stakeholder management and communications, marketing or sales are more important. For an informal discussion about the role please contact:

Andrew Lea  
Faculty Recruitment Manager  
[a.lea@bolton.ac.uk](mailto:a.lea@bolton.ac.uk)

Welcome to #UniAsItShouldBe.

\*\*Previous applicants need not apply\*\*