

# 2026 RECRUITMENT PACK

Student Advisor



# CONTENTS

We've pulled together this recruitment pack to give you everything you need to know about the job, Ormskirk and Edge Hill Students' Union.

3. About EHSU
4. Who we are & Where we are
5. What we do
6. Staff Benefits
7. How we're structured
8. About the role
9. How to Apply
10. Inclusion



# ABOUT EHSU

We're a charity led by students, for students. We deliver events, campaigns, societies and support to help over 16,000 students at Edge Hill thrive.

Regardless of background or ambition, EHSU is here to help our members connect, belong and achieve.

We're inclusive  
& accessible

We're fired up  
to make  
change happen

We make EHU  
better for  
everyone

We empower  
individuals and  
groups



# WHO WE ARE

We are a diverse team of staff and students, working together to create positive change for the student community at EHU. Our team includes both full-time and part-time staff as well as student representatives who bring their lived experiences to the table.

At the heart of our work are our elected officers, who represent students from the Universities three Faculties:

- **The Faculty of Health, Social Care & Medicine**
- **The Faculty of Arts & Sciences**
- **The Faculty of Education**

Together, we collaborate to ensure that students' voices are heard, their needs are met, and their university experience is the best it can be.



# WHAT WE DO

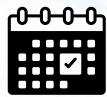
We are the recognised representative channel for students, and we work closely with our elected officers across the University's three Faculties to ensure student issues are represented and voiced.

We offer free, professional, advice, guidance and support to students covering areas such as academia, finances, housing and wellbeing.

We organise activities, societies, and social events both on and off campus, which is funded by money spent at our SU Building, on-site Subway and retail shops.



# OUR STAFF BENEFITS



Annual Leave: 25 days + bank holidays and extra days holiday at Christmas.



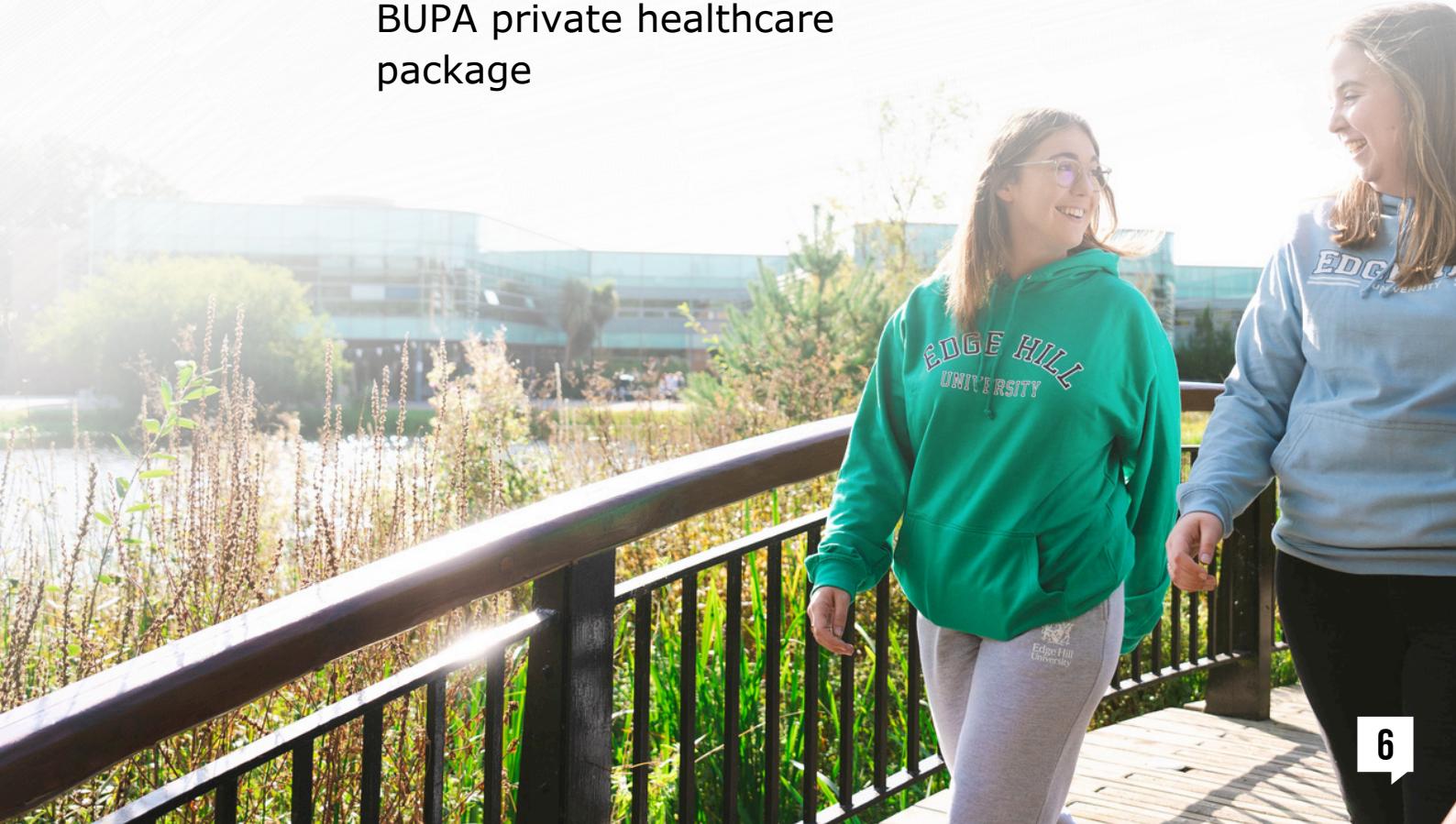
Workplace Pension: 3% Employee to 5% Employer contribution



Training & Development:  
Access to training and development through annual PDR process



Wellbeing: Occupational Sick Pay & access to our BUPA private healthcare package



# ▶▶▶ HOW WE'RE STRUCTURED ▶

## STUDENTS

BOARD OF TRUSTEES

ELECTED OFFICERS

CEO

FINANCE  
&  
PEOPLE

MARKETING  
& COMMS

MEMBERSHIP  
SERVICES

ADVICE &  
GUIDANCE

# ABOUT THE ROLE



<b>Job Title</b>	Student Advisor
<b>Reporting to</b>	Head of Membership Services
<b>Salary</b>	£23,912 - £27,682 ( <i>Appointments are normally made at the bottom of the pay scale [£23,912], with the opportunity to progress through the grade in line with our pay policy</i> )
<b>Working hours</b>	35hrs per week
<b>Closing date for applications</b>	Sunday 15th February - 23:59pm

## ROLE DESCRIPTION

We are a small, driven team working at a fast pace, valuing autonomy, creativity, professionalism, and quality. Our students trust and value the engagement and commercial services we provide, which contribute to a positive everyday experience at Edge Hill University.

We are united by a shared commitment to student success and take pride in the role our work plays in supporting it.





# ABOUT THE ROLE

## BE THE DIFFERENCE FOR STUDENTS WHEN THEY NEED SUPPORT MOST!

As a Student Adviser, you will deliver independent, confidential and impartial advice and guidance to students of Edge Hill University across academic, housing, welfare and disciplinary issues.

You will be a frontline professional advocate, supporting students to navigate complex university policies, understand their options and achieve positive outcomes while enhancing their overall wellbeing and success.





# ABOUT YOU

## ABOUT YOU

We are looking for a motivated and compassionate individual who is passionate about supporting students and keen to develop their knowledge and expertise in advice and advocacy work. Supporting students to understand their options and feel confident in their decisions will be central to everything you do.

You will be an organised and approachable professional, able to build trust and maintain positive relationships with students, colleagues and stakeholders. With strong communication skills and the ability to manage competing priorities, you will play a key role in delivering an effective and responsive Advice Centre service.

This is an excellent opportunity for someone looking to build experience in student advice, guidance and representation within a challenging and rewarding Students' Union environment.

*[Please make sure to read the full Job Description and Person Specification on our [website](#) to get more information on what this role is all about!]*



# HOW TO APPLY

## HOW TO APPLY...

For more information regarding this role, please see the full job description and person specification [here.](#)

To apply for this role please [\*\*click this link\*\*](#) to visit our website, and click the “Apply” button beneath the relevant role.

If you have any questions about the process or would like an informal chat about the role itself, please reach out to: **Daniel Morana - Head of Membership Services - moranad@edgehill.ac.uk**





# OUR COMMITMENT TO INCLUSION

Our objective is to build an organisational culture that thrives on the contributions of our talented workforce, their innovative ideas, extensive knowledge, unwavering dedication and strong enthusiasm. We make efforts to attract talented individuals and make significant investments in every stage of their employment journey.

We actively celebrate difference, and respect everyone's individuality and identity. We welcome applications from candidates; irrespective of age, disability, gender, marriage or civil partnership, race, religion or belief, pregnancy and maternity, sex or sexual orientation.

Our commitment is to create an inclusive, equal, diverse and fair workforce, which we believe represents the people here at Edge Hill Students' Union.