

Job Description

Title:	External Recruitment Consultant
Salary:	£28,000 - £32,000 per annum
Hours:	Full time (37.5 hours per week)
Location:	Unitemps Office, based within the Student Life Building. Mobility between locations will be subject to the exigencies of the service

Help Students Find Opportunities. Help Organisations Find Talent.

Liverpool John Moores University is looking for an enthusiastic and motivated Recruitment Consultant to join the Unitemps team.

Unitemps is the University's recruitment service, connecting students and graduates with flexible employment opportunities while supporting organisations across the Liverpool City Region with high-quality temporary and permanent staffing solutions.

This is an exciting opportunity to join a friendly, supportive team where you will play a key role in helping people start their careers while building strong partnerships with employers.

Unlike many recruitment agencies, this role is not commission-based, meaning you can focus on delivering an excellent service and supporting the student experience.

Liverpool John Moores University runs an on-campus temporary recruitment solution, Unitemps, through its wholly owned subsidiary Liverpool John Moores Recruitment Agency Ltd. The Unitemps franchise was created in 1997 by the University of Warwick and the network now operates in 22 universities in the franchise network across the UK and Australia. The unique ethos means we have a brilliant working environment which is driven by improving the student experience, and is not based on commission.

The Role

This is a varied and dynamic role combining recruitment, client management and external business development.

Recruitment & Candidate Support

- Manage the full recruitment process for temporary and permanent roles
- Advertise vacancies and attract suitable candidates
- Screen applications and shortlist candidates
- Arrange interviews and support hiring managers throughout the process
- Provide guidance and interview preparation support to students and graduates
- Ensure all compliance checks, including right-to-work verification and references, are completed

Client Relationship Management

- Build strong relationships with university departments and external organisations
- Understand client recruitment needs and advise on suitable solutions
- Manage a portfolio of accounts while delivering a high standard of service

External Business Development

- Identify and develop relationships with new organisations across the Liverpool City Region
- Generate new opportunities through networking, marketing campaigns, Speculative contact and outreach
- Promote the Unitemps service at university events such as Freshers' fairs and open days
- Maintain accurate records of client engagement and business development activity
- Provide support to the External Recruitment Consultant and their portfolio where required

Finance & Administration

- Process timesheets and assist with payroll preparation
- Raise purchase orders and process invoices
- Monitor budgets and maintain accurate financial records
- Work closely with finance teams and hiring managers to ensure deadlines are met
- Liaise with LJMU's Legal and Finance teams to ensure efficient and effective review of SLAs and other agreements with clients

Market Insight

- Monitor local labour market trends and competitor activity
- Identify opportunities to expand the Unitemps service within the University and externally
- Support client and candidate satisfaction surveys and reporting

Note: LJMU Recruitment Agency is a wholly owned subsidiary of LJMU and is subject to its own unique terms and conditions of employment to those of its parent organisation.

Person Specification

Introduction

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The order of criteria listed should not be taken to imply their relative importance. Paid and unpaid experience may both be relevant.

REQUIREMENTS The post-holder must be able to demonstrate:	Essential (E) or Desirable (D)	Tested via Application – A Interview – I Test - T
Substantial previous sales, recruitment or customer service experience	E	A, I
Prior experience of working within a business to business sales environment or recruitment agency (Please note: restrictive clauses within contracts of candidates currently working within a recruitment agency will need to be considered before appointment)	E	A,I
Proven experience in identifying and progressing opportunities from initial contact	E	I
Well-developed written communication skills	E	A, I T
Well-developed numeracy and financial literacy skills. Prior experience of financial processing, budget monitoring & financial administration is an advantage	E	A, I T
Strong interpersonal skills with the ability to deal effectively at all levels, up to and including senior management level	E	A I
High level of computer literacy. Knowledge of Windows applications	E	A
Knowledge of specialist recruitment databases (e.g. ADAPT) and market research software	D	A
Ability to work on own initiative to prioritise workload, meet tight deadlines and juggle multiple tasks effectively. The role will involve a high level of independent decision-making	E	A I T
An understanding of the complexities of employment legislation	D	A
Good standard of education, to A-Level/BTEC (or equivalent) or beyond	E	A
Degree or equivalent qualification	D	A

April 2026