



Job Description

Job Title:	Recruitment coordinator
Responsible to:	Communication and Marketing Strategic Consultant
Location:	Didsbury, Manchester
Part time:	2 days (14 hours) per week
Start Date:	Late February 2026
Salary:	£10,000 per annum (£25,000 pro rata)

Main Purpose of Job

We're looking for someone to join our team as a recruiter, reporting to the Strategic Marketing, Communications and Recruitment Director. This is a hands-on role that involves a mixture of meeting people, building networks, lead generation, assisting marketing and admissions and reporting. It's a job that requires someone who embodies the College's values and ethos, is eager to represent us, and is an expert on all things NTC (or willing to become one!). Working closely with the marketing and admissions team, you'll help build an effective recruitment pipeline aligned with our recruitment strategy. This role focuses on outreach, relationship-building and lead generation. It does not include responsibility for admissions decisions, marketing campaign management or strategic partnership agreements.

Key benefits

- Generous holidays.
- Cycle to work scheme.
- Contribution to workplace pension.
- Free audit of one module per year.

Background

Nazarene Theological College is a research-led partner college of The University of Manchester. Situated in Didsbury, Manchester, the College is an institution of the Church of the Nazarene. Founded in 1944, NTC has some 350 students (both full and part time), across undergraduate and postgraduate programmes of study, representing a wide range of nationalities. The College also prepares candidates for ordination in the Church of the Nazarene.

Main Duties

Relationship, lead generation and network building.

- Identify events, organisations, networking opportunities and festivals in line with the College's recruitment needs.
- Identifying and meeting prospective leads and helping them to apply to study at NTC.
- Prepared to deeply understand different groups of people: churches (different denominations), schools and colleges, youth groups, community groups and learn the ecosystem of each - who we should be building relationships with, who shares relationships with the College, how best to approach them so we can build a sustained recruitment network that lasts us long into the future.
- Segmenting leads and partners, creating contact plans and approaches and collaborating with relevant staff and faculty.
- Able to build relationships with staff and faculty, gather events they're attending and ensure they're supplied with the resources they need for recruitment.

- Keeping key partners and leads up to date with College information, nurturing relationships.
- Maintaining a calendar of follow ups, calls and meetings.

Representing the college

- Attending events, networking opportunities, festivals, church events, colleges etc to represent the College.
- Speaking confidently and knowledgeably about the College.
- Speaking about the College at events/networking where needed.
- Hosting/co-hosting at events with schools and colleges.
- Organising and leading open events, leading campus tours and building relationships with prospective students.
- Representing NTC's values and ethos.

Recruitment development

- Writing marketing briefs for recruitment deliverables as identified in lead gen process.
- Supplying feedback to marketing on events/leads
- Testing new recruitment material

Database building and reporting

- Record key contacts from different organisations and keep a database of information that we can refer back to regularly.
- Reaching out to follow up with candidates as instructed by admissions
- Monthly recruitment report including reporting on leads, quality, where they're from and any event attendance and opportunities
- Adding leads to CRM, tagging by source

This job description is not exhaustive; the post holder may be required to undertake other duties as reasonably required.

Person specification

1. You'll be filled with initiative, coming up with recruitment ideas and sharing them with the team
2. You'll have some experience in outreach, sales, education, ministry and or community work
3. Confident speaking to groups
4. Strong organisational skills
5. Ability to work independently while supported by the team
6. Comfortable using CRM or able to learn
7. Understanding of Christian contexts and denominational differences
8. Driver's license desirable and willingness to travel
9. Aware of different cultures and sensitive to students' needs. Warm and inclusive
10. Friendly, you'll love meeting new people and connecting with them, and you'll be able to understand why people apply to NTC and guide them through their recruitment journey
11. You'll be ready to learn about NTC in great detail, from its history through to the present day – a huge advocate for the College
12. You know how to represent the College honestly and accurately

Nazarene Theological College Vision

As God's holy people we aspire to be a learning community reflecting the love of God as Father, Son and Holy Spirit. Dedicated to excellence in theological education we intentionally foster character formation within contexts that are both practical and reflective.

Nazarene Theological College Employment Ethos

The College is committed to the active pursuit of an Equal Opportunities Policy which addresses the need and right of everybody in the College to be treated with dignity and respect, in an environment in which a diversity of backgrounds, traditions and experiences is valued. It aims to create the conditions whereby prospective and existing students and staff are treated solely on the basis of their merits, abilities and potential, regardless of any irrelevant distinction.

Closing Date for application: 16th January 2026

Interview Date: Late January 2026

December 2025