

People Assistant (Fixed Term)

The ACC Liverpool Group and The ACC Hotel operate the city's waterfront event campus – the interconnected M&S Bank Arena, ACC Liverpool and Exhibition Centre Liverpool – as well as ticketing agency Ticket Quarter and the Pullman Liverpool Hotel. Playing a leading role in shining a spotlight on Liverpool, we have successfully staged a wide array of national and international events, from shows and conventions, business gatherings to exhibitions, developing our offer over the last decade to that of a world-class provider of venue and event services.

We are currently looking for a **People Assistant** to join our dynamic team on a Fixed Term Contract, Maternity Cover, starting 05 January 2026 for 12 months.

Company Benefits

We are an award-winning, world-class venue and our people are at the heart of everything that we do. Recognition and reward are of huge importance to us at the ACC Liverpool Group, and just some of the benefits staff can enjoy include:

- An enhanced holiday scheme, which increases with length of service.
- An excellent pension scheme is available.
- Access to a premium health care policy, which includes an employee assistant line, contributions towards a wide range of medical costs, such as dental and optical and staff discounts.
- Enhanced maternity, paternity and adoption leave schemes.
- An excellent occupational sick pay scheme.
- Free onsite parking right in the heart of the city centre.
- Employee Reward Platform.
- Agile working and flexi time policies, where appropriate and in line with business needs.
- A dedicated wellbeing strategy to support staff.
- 25 Qualified Mental Health First Aiders on site.

The ACC Liverpool Group and The ACC Hotel is a place where you can truly make a difference. Some of the wonderful things ACC Liverpool Group have achieved / continue to work towards:

- Disability Confident Employer
- Member of the Fair Employment Charter
- Real Living Wage employer
- Social value impact plan - last year we contributed over £6.4m
- Green Meeting's Gold Standard
- Sustainability Strategy
- Positively influencing biodiversity – we have 3 beehives on our campus grounds
- Carbon Neutral Campus

- Accessibility Strategy
- AccessAble Guide

The successful candidate will provide comprehensive People team assistance and support across all the ACC Liverpool Group and The ACC Hotels policies, procedures and processes.

As the department's main point of contact for recruitment processes, you will coordinate all related activity. It would be advantageous for you to have experience of communicating with both internal and external stakeholders as you will coordinate responses to all internal and external mailbox queries, including the HR, Recruitment, and Absence inboxes.

You will coordinate the new starter process, ensuring all new starter templates, occupational health forms and initial induction documentation is up to date and fit for purpose.

You will be responsible for the maintenance of staff personnel files (electronic and historic paper files), to ensure they are accurate and compliant with GDPR.

To support the management of our departmental budget, you will raise requisitions / invoices, maintaining goods receipting, which you will track via our EBMS system and budget tracker, to ensure we are managing our departmental budget accordingly.

You will support Operational Managers with absence management records, by entering periods of absence onto our Oracle system.

Supporting the People Manager, you will coordinate various health checks tests for relevant employees.

We highly value the behaviours, attitudes and skills which will help you to develop and excel in this role. In this case, we're looking for someone who:

- Is approachable, creative, and innovative, with a desire to achieve.
- Has proven planning and organisation skills, including excellent time management.
- Displays high levels of accuracy in everything they do.
- Confident and competent working with MS Office applications, displaying proficiency in Excel, Word and PowerPoint.
- Can display emotional intelligence.

In addition to the above, the candidate will need to be enthusiastic, like minded and complement our experienced and talented team. If you have drive, passion, ambition and wish to play a part in The ACC Liverpool Group and The ACC Hotel's continuing success story, we would love you to join our team!

Please note, we may close this vacancy before the stated closing date if we receive sufficient applications for the position. Therefore, if you are interested in this position, please submit your application as soon as possible.

Closing Date: 08 December 2025

Interview Date: Early December 2025

For further information or assistance please contact the People Team via recruitment@accliverpool.com

Equality, Diversity and Inclusion

The ACC Liverpool Group know the value of having a diverse and representative team across our organisation. We promote equal opportunities and are committed to having an inclusive work force where everybody feels respected, are treated fairly and diversity is celebrated. As such we strongly encourage and welcome applications from suitably qualified candidates from all members of the community regardless of age, disability, gender reassignment, marriage and civil partnership, race, religion, belief or sexual orientation.