

# Diocese Recruitment Pack

Programme Administrator



Bigger Church, Bigger Difference



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# Welcome



Dear Applicant,

Thank you for your interest in a position with the Diocese of Liverpool, and for considering us as the next step in your career. We serve a vibrant and diverse diocese, working in partnership with a wide range of worshipping communities, churches, schools, charities and other organisations across the region.

This is an exciting time to join our team as we continue our transformational journey of change – aimed at enabling our churches to grow and become younger and more diverse. Our Fit for Mission programme is at the heart of this approach, helping churches to flourish, develop new leaders, and expand their work with children and young people, with social justice at the heart of our mission.

As an employer, we offer flexible and hybrid working, a strong sense of community, and opportunities to develop your skills in a collaborative environment where we hope you will feel valued, supported and empowered to grow.

We are looking for people whose values resonate with our ethos and who are excited to help shape the future of the Diocese of Liverpool.

If you want to be part of a team striving to make a lasting impact on the communities we serve, then we would love to hear from you.

Yours faithfully,

Diocesan Secretary  
Diocese of Liverpool





# Who we are

The Diocese of Liverpool is one of 42 dioceses that make up the Church of England, sitting within the Province of York under the guidance of the Archbishop of York.

Our diocese spans far beyond the heart of Liverpool, from the coastal town of Southport to the industrial heritage of Widnes, from the communities of North Warrington to the borough of Wigan, we serve a wide and dynamic region. Our operational base is St James' House, situated next to the breath-taking Liverpool Cathedral - the mother church of our diocese and an iconic landmark of faith and culture.





# Our Diocese

Our diocese is led by the interim Bishop of Liverpool and the Bishop of Warrington, supported by three Archdeacons of Liverpool, Knowsley & Sefton, and St Helens & Warrington. These archdeaconries are made up of 14 deaneries, which include:

- 160 parishes, each with its own unique character and mission
- 275 dedicated members of clergy
- 275 licensed readers actively engaged in ministry
- 100 retired clergy still making a meaningful impact
- 50,000 committed church members
- 120 church schools educating and nurturing faith
- 30,000 children receiving their education in a church school setting

The Diocese of Liverpool's mother church is the Liverpool Cathedral which is the biggest cathedral in the UK and also one of the biggest in the world!

Our administrative centre is Saint James House where you would primarily be based in this role and where majority of our staff are based.

# Our Vision

Our diocesan vision is simple. We are asking God for a bigger church which will allow us to make a bigger difference with more people knowing Jesus and more justice in the world.

Our first ever Bishop of Liverpool, J.C Ryle, wanted every person, lay or ordained to become 'active agents' of the church. That belief has shaped our mission since the 1800s and remains at the heart of what we do today. We are committed to ensuring that everyone in our diocese is equipped and empowered to live out their faith in meaningful ways.

We have developed a bold and ambitious plan to help every part of our diocese step forward in mission. We want to see parishes working together to build a church that is younger, more diverse, and deeply rooted in its communities - a confident Christian presence in every area we serve.

To help our parishes, schools and chaplaincies flourish and fully embrace this vision, we are prioritising:



This is an exciting time to be part of the Diocese of Liverpool as we continue on this transformative journey together.

# Our Strategy - Fit for Mission

At the heart of our diocesan strategy is Fit for Mission, a transformative programme designed to remove barriers to growth and equip our churches to flourish. This initiative supports every deanery in the Diocese of Liverpool to shape its own future - strengthening mission, deepening discipleship, and ensuring sustainability.

Through Fit for Mission, we are investing in six key areas, providing expert support and specialist resources to empower our churches to:

- Deliver best-practice missional ministry through collaborative team working with a group of other churches
- Multiply the number and type of church communities, so that many more people can know Jesus
- Deliver sustainable buildings to meet and worship in
- Give good support and accountability to lay and clergy leaders
- Streamline parish bureaucracy through forming larger parishes
- Make admin and compliance easier through Resource Hubs in each larger parish

Fit for Mission is about renewal, opportunity, and a bold step into the future. Together, we are building a Church that is equipped, empowered, and ready to make a lasting impact.

For more information, visit [www.liverpoolcofe.org/fitformission](http://www.liverpoolcofe.org/fitformission).

# Our Strategy - Diocesan Investment Programme

Building on our Fit For Mission programme, we are working towards a new investment from the Church of England to enable us to expand delivery in:

- 1 Mission** – Expanding our work with children and young people, championing social and racial justice, revitalising churches, and establishing new worshipping communities.
- 2 People** – Deepening discipleship, creating clear vocational pathways through 'Lifecall', and offering accessible training and development for both lay and ordained ministry.
- 3 Financial Sustainability** – Encouraging generosity as a core part of discipleship, providing expert guidance on maximising church buildings and assets, and offering grants to support mission and long-term growth.

This is a moment of opportunity - a time to step forward with faith, ambition, and commitment. Together, we are shaping a thriving future for the Church in Liverpool and beyond.





# How we value you

The Diocese of Liverpool is a special place to work, and we're committed to valuing our people to ensure that you are supported to develop and succeed.

## What it's like to work here:

- We have a positive working environment with a family friendly approach, offering flexi time and hybrid working for all roles.
- We are actively seeking to be a more diverse and fully inclusive workplace, focussing on developing community through informal groups and activities. We have staff resource groups for people identifying as LGBTQIA+ and from UKME.
- Working in a smaller organisation like ours gives you many opportunities to develop through gaining wider experience working with multiple small teams. We actively encourage early career employees to expand their range of experience and skills and we look forward to helping you to develop.
- With open plan working and shared activities you will quickly get to know everybody here whilst forming key, strong relationships in a small team.



# Our benefits

We want you to feel valued and appreciated for the contribution you will make to ensuring our churches, schools and chaplaincies can make a significant difference for good in the lives and communities of our region. That is why we offer you the following benefits:

- Non-contributory pension scheme, worth up to 14.5%. There is the opportunity for employees to make additional voluntary contributions, where the first 3% will be matched by the employer
- 25 days leave per year (excluding bank holidays) with up to 3 days additional leave per year over the Christmas period
- Employee Assistance Programme (free 24 hour confidential helpline to support staff wellbeing (including counselling))
- Hybrid/flexible working
- Generous sick pay scheme
- Free city centre parking available 7 days per week
- Free tea and coffee provided
- Staff discount - Welsford Bistro
- Staff discount - Cathedral shop
- Exclusive invitations and previews to Cathedral events and exhibitions
- Staff discount on Liverpool City Council Lifestyles gym membership



# The Role

**Role Title:** Programme Administrator

**Reporting to:** Data and Reporting Manager

**Salary:** £24,988 FTE

**Hours:** 28 hours per week (0.8 FTE) part time

**Location:** St James house. Some evenings (and possibly an occasional weekend meeting) will be required within the working hours above

## Role Summary:

The purpose of this role is to provide high-quality administrative support for Fit for Mission and the Diocese Investment programme (DIP), ensuring their smooth and efficient operation.

Working closely with the projects delivery team, and diocese colleagues, you will help drive the programmes forward by organising meetings, maintaining records, managing communication, and assisting with financial and reporting tasks. Your attention to detail, organisational skills, and proactive approach will contribute to the Diocese of Liverpool's vision for growth, justice, and a sustainable future for the Church of England in Liverpool.

You will work in St James' House with the Fit for Mission delivery team, and the DIP Project Manager, and also interact with key people in church teams. You will join a supportive culture that values work-life balance, including flexible working.

## Role Outcomes:

- Manage attendees with scheduling and agenda distribution.
- When required organise refreshments for events and meetings.
- Take accurate minutes in real time and distribute in a timely manner.

# The Role

- Organising other ad hoc meetings, liaising with parish leaders, external organisations etc.
- Manage online event booking such as Eventbrite.
- Inputting orders and producing reports from Xledger.
- Managing data in compliance with GDPR.
- Liaising with Finance, HR and other departments.
- Data entry to support book-keeping for churches.
- Organise and maintain the digital filing system.
- Assisting team members with onboarding and facilitating their work.
- Staying connected with the team, looking out for them.
- Preparing documents and reports, proof reading/editing documents written by others.
- Manage the programme inbox.
- Publishing/maintaining the standard document suite on the website.
- Working collaboratively with colleagues in the Projects team and across St James' House to share your expertise and support others.
- You may be asked to undertake other project tasks of a similar nature.



# Person Specification

## Essential requirements:

### Experience and qualifications

- Proven administrative experience in an office setting.
- Organising meetings and minute taking.
- Experience working with digital filing systems.
- A known expert on how to get the most from the range of Microsoft Office software, including Sharepoint and Teams.
- Minimum 5 GCSEs at grade C or above, including English and Maths.

### Knowledge and skills

- Good time management, able to order and prioritise workload effectively, communicating to key stakeholders to set expectations.
- Excellent personal organisation and administration skills.
- Ability to take real-time meeting minutes and produce high-quality reports.
- The ability to work independently, manage a diverse workload and to plan and organise to ensure deadlines are met.

### Personal qualities

- Ability to build good relationships and maintain them while being persistent to ensure that the work gets done.
- Ability to manage confidential information with integrity and discretion.
- Comfortable taking and making phone calls with a friendly and professional demeanor.
- Ability to take responsibility to ensure tasks are completed – a completer-finisher.
- Ability to build good relationships and maintain them.
- Able to occasionally work flexible hours to attend meetings and events in locations across Liverpool Diocese.

# Person Specification

## Desirable requirements:

### Experience and qualifications

- Experience in working in the charity or faith sectors.
- Hands on experience of church finances.
- NVQ Level 2 in Business Administration or equivalent qualification.
- A-Level or BTEC qualifications.

### Knowledge and skills

- Familiarity with the governance and leadership structures and ethos of the Church of England and the Fit for Mission strategy in Liverpool.
- Knowledge of financial processes, including budget tracking.

### Personal qualities

- A practicing Christian, regularly attending a place of worship.
- Supports the Diocesan vision: 'we are asking God for a bigger church so we can make a bigger difference; more people knowing Jesus more justice in the world'.

The post holder must be in sympathy with the aims and ethos of the Church of England. The post holder must also fully support the Values of the Diocese of Liverpool/Liverpool Cathedral.

References are taken and all roles are subject to a 6-month probation period.



# How to apply

- ✓ Read through the helpful information on our website regarding the position and follow the link to Church Pathways to proceed with your application.
- ✓ For further support and/or questions, email **HR@liverpool.anglican.org**
- ✓ Applications are assessed based on the Person Specification - use concrete examples to help give yourself the best possible chance.

## Recruitment Timeline:

- **Applications Open: 9<sup>th</sup> April 2025**
- **Applications Close: 27<sup>th</sup> April 2025**
- **Shortlisting Date: W/C 28<sup>th</sup> April 2025**
- **Interview Date: 7<sup>th</sup> May 2025**

If you would like an informal chat about the role or have any questions, please don't hesitate to get in touch via **HR@liverpool.anglican.org**.

The Diocese of Liverpool are committed to safeguarding and promoting equality, we are committed to equality of opportunity, to be fair and inclusive, and to being a place where all belong. We encourage applications from candidates who are likely to be unrepresented in our workforce. These include people from Black, Asian and ethnic minority backgrounds, disabled people and LGBTQI+ backgrounds.

# Get in touch

The Diocese of Liverpool is here to help with any questions or enquiries you may have about the role

Contact: [HR@liverpool.anglican.org](mailto:HR@liverpool.anglican.org)

Website: [liverpoolcofe.org](http://liverpoolcofe.org)

Address: **St James House, 20 St James Road, Liverpool, L1 7BY**



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