

Diocese Recruitment Pack

Senior PA to Archdeacons



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.

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: Senior PA to Archdeacons

Salary: £30,000

Hours: 35 Hours

Location: St James House, Liverpool

Role Summary:

The purpose of this role is to lead and manage the Archdeacons' Office in addition to providing effective and comprehensive secretarial and administration support to the Archdeacons which will allow them to make the best use of their time.

Extensive knowledge of the Diocese of Liverpool and the Church of England would be an advantage for this role so that work can be handled proactively and efficiently in the absence of the Archdeacons.

All tasks are to be carried out with the utmost discretion and with a very high regard for confidentiality.

Key Responsibilities:

- To manage the work of the Archdeacons' Office.
- To line-manage the Archdeacons PA and Appointments Support Officer and to delegate work as appropriate to Archdeacons PA and Appointments Support Officer
- To provide and co-ordinate the secretarial and administrative support that the Archdeacons need to fulfil their ministry
- To take a pro-active approach to ensure that the Archdeacons' diaries are properly managed, according to the priorities agreed with the Archdeacons
- To work with the Archdeacons PA and Appointments Support Officer to ensure that the Archdeacons have all necessary paperwork and other material in advance of meetings/engagements.

The Role

- To process incoming enquiries - mail, e-mail, telephone calls etc. and to be able to take action according to agreed guidelines.
- To maintain a comprehensive filing system that enables ready access to correspondence, information concerning people, organisations and groups and ensure that files are maintained in compliance with the Data Protection Act.
- To maintain an effective and accessible system for storing electronic data-folders, sub-folders, etc., conducting regular audits of database input.
- To review current systems and practices, and to suggest and implement changes for improvement where appropriate.
- To have responsibility for the project management of the Archdeacons' Annual Parish Reviews and to delegate work as appropriate to ensure that the APR system is functioning well
- To work closely with the Appointments Secretary so as to understand the Appointments Process and to provide additional support and cover as from time to time may be required.
- To oversee, manage and have responsibility for the Grants which are administered through the Archdeacons' office.
- To be the administrator for the Clergy Pensions Fund giving administration support as and when required.
- To be a member of the Diocesan Communications Strategy Group
- Chairing bi-weekly Archdeacons' Office meeting (with Archdeacons in attendance) to maintain communication and for information-sharing as well as forward planning.
- Project management of updated Clergy Handbook includes setting and tracking milestones for all departments on Excel, regular update meetings with the Communications Team and designated Archdeacon, editing documents according to house style and publishing on website.
- To be able to deal sensitively and responsibly with some stressful and difficult phone calls and approaches.
- Meet and greet visitors at all levels of seniority both within and outside the church.
- Liaise with senior clergy, colleagues, departments within SJH and external suppliers as and when required.
- Organise travel and make accommodation arrangements

The Role

- If required to produce documents, briefing papers, reports and presentations
- To be present at some meetings that the Archdeacons hold and to take notes/minutes.
- To make arrangements for the hospitality offered by the Archdeacons and to assist with it.
- To develop and maintain good working relationships with those who work in the Diocesan Office and Cathedral working particularly closely with the other Support Staff in the Episcopal office and within St James' House in to provide a cohesive secretarial support to the Bishops and Archdeacons.
- To carry out such other duties, broadly in line with these, as may from time to time be reasonably required by the Archdeacons

Person Specification

Essential Requirements:

- Proven experience of working as a PA / Secretary
- Excellent communication skills with an ability to engage with people effectively at all levels
- Have an ability to handle a range of diverse tasks and prioritise according to demands
- Has an aptitude for developing and reviewing office systems in response to new technology
- Operational ability to use Microsoft office packages and in using complex Excel databases
- Ability to innovate, initiate and maintain good and effective administration procedures
- Pays close attention to detail
- Demonstrates excellent presentation, layout and accuracy in text production
- Ability to take minutes and produce written material accurately and quickly
- Ability to deal with personal information maintaining strict confidentiality
- Demonstrates a friendly, sensitive, co-operative and diplomatic manner
- Ability to remain calm under pressure
- Works well within a team environment
- To have an understanding of, and be in sympathy with the Church of England
- Ability to work flexibly according to the demands of the role

Desirable Requirements:

- PA / Secretarial qualification
- Educated to A' level standard
- Demonstrates a good working knowledge of the structures, faith, worship and mission of the Church of England
- Has a good understanding of the internet and data storing applications e.g. Cloud

Person Specification

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: 19th September 2025**
- > **Applications Close: 5th October 2025**
- > **Shortlisting Date: w/c 6th October 2025**
- > **Interview Date: 13th October 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**

Website: **liverpoolcofe.org**

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



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