

Diocese Recruitment Pack

PROJECT OFFICER



Diocese of
Liverpool

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: Project Officer

Reporting to: Senior Project Manager (DIP)

Salary: £30,000 to £31,200pa

Hours: 35 Hours

Location: St James House, Liverpool

Purpose of Role:

This role will support parishes / churches across Liverpool Diocese through their Mission Planning and Review (MPR) journey. The MPR process is a key part of the Diocese strategy to become missionally healthy and financially sustainable.

You will also oversee and administer the funding the future grants process which supports the mission planning of local congregations.

Role Summary:

- To monitor and track the engagement and progress of churches throughout the four-year delivery of the MPR in each deanery, making extensive use of the national online portal, Cornerstone, and assisting churches to make the most use of this innovative new resource.
- To oversee and co-ordinate the work of the parish support teams who are involved with the MPR delivery: The Cultivate, Resources and New Income teams.
- To liaise with the churches and worshipping communities in single parishes and larger parishes to ensure the smooth running and efficient administration of the MPR process.
- To liaise with the National Giving Team in the administration and development of the Cornerstone online portal and with colleagues to offer both online and in-person training to clergy and lay leaders to use and benefit from the portal and its resources.

The Role

Manage the operational administration of the funding of future grants. This will include communicating with churches about the grant applications, encouraging applications, checking eligibility, facilitating the grant approval process and ensuring ongoing compliance for recipients of the funding.

Key Responsibilities:

Mission Planning and Review (MPR):

- Produce a 4-year engagement timeline and schedule all review meetings between the parish support teams and working teams in the churches / worshipping communities
- Manage a meeting booking system
- Monitor and facilitate the update of church data on Cornerstone including progress on their pathways
- Work with the National Giving Team and Diocesan Resources team to deliver training on the use of Cornerstone across all churches
- Regularly engage with churches to monitor and track progress on agreed action plans
- Monitor overall progress of churches engaging in the MPR process and provide support where required
- Manage churches response to MPR engagement and escalate where necessary.

Funding the Future (FtF) Grant Management:

- Review and update the FtF grant process
- Develop / review grant application forms
- Manage communication of grant application rounds and processes to churches
- Manage the administration of grant claims processes, ensuring timely and appropriate payment to grant recipients
- Ongoing monitoring of dashboard to ensure compliance with data submissions i.e. updating attendance data, MPR progress tracker, compliance data.
- Collate information for senior Management Team to use in the grant funding awards conversations

Person Specification

Person specification

ESSENTIAL:

Experience and qualifications

- Qualified to A level standard
- Experience of managing spreadsheets and dashboards
- Experience of managing projects, compliance requirements and reporting procedures.

Knowledge and skills

- Strong interpersonal skills with the ability to build good relationships
- Collaborative and good at building relationships. Working with colleagues, partner organisations and external stakeholders, to achieve one mission
- Effective verbal and written communication skills with the ability to communicate complex ideas and concepts to diverse audiences
- Good with detail, a completer/finisher.
- High level of IT proficiency using Microsoft software, especially Excel, PowerPoint, Word and Project.
- Excellent organising and multi-tasking skills
- Ability to prioritise tasks effectively
- A people person who is happy and confident picking up the phone (not just sending emails)

Work and related circumstances

- Full driving license and use of a car
- Flexible working, including evenings and occasional weekends

Person Specification

DESIRABLE:

- Experience in grant management and working with voluntary sector organisations
- Familiarity with the structures and organisation of the Church of England.
- Experience in contract management/quality assurance systems
- Small group facilitation skills
- Presentation skills
- Experience using online booking systems

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.

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: 5th June 2025**
- > **Applications Close: 22nd June 2025**
- > **Shortlisting Date: w/c 23rd June 2025**
- > **Interview Date: Early July 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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