

Diocese Recruitment Pack

Head of Parish Support



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: Head of Parish Support

Reporting to: Director of Programmes and Director of Finance

Salary: £50,873 + generous pension funded by employer

Hours: Full time, 35 hours per week including evenings and occasional weekend work.

Location: St James House, Liverpool but with frequent travel across the Diocese.

Role Summary:

The Head of Parish Support brings strategic leadership to the central support provided to all the parishes of Liverpool diocese in relation to finance, giving and data. As the shape of mission and ministry changes across the Church of England, we are looking for a senior leader to develop the vision - building on current strengths and bringing a fresh approach to lead a user-centred team to craft and improve systems of parish support.

You will lead in the developmental areas of parish contributions and establishing regular giving in New Worshipping Communities (NWCs), as well as progressing the support this team already provides on good stewardship practice and financial management, data management and intelligence, and the development of legal schemes required for pastoral reorganisation (changes to parish boundaries and building use).

To succeed in this role you will be passionate about generosity, stewardship, governance and compliance. You will be able to communicate how the bible shouts loudly about our responsibility as Christians to give and live generously, and for the need for churches to grow and serve their communities. Financial giving resources the mission and ministry of every church, and the Parish Support Team enables churches to steward these gifts honourably.

The Role

Duties and Key Responsibilities:

You will lead the Parish Support Team, currently a team of five:

- Data and Financial Systems Officer
- Gift Aid and Legacies Officer
- Digital Giving Officer
- Mission and Pastoral Officer: IT Systems Officer
- Parish Contributions Officer

You will be a member of the Senior Leadership Team at St James' House, and will be accountable for ensuring your team delivers its key priorities, as well as delivering some elements yourself. These priorities include:

- The definition, development and training of standardised practices across the diocese, as well as communicating inspiring stories and healthy practices to churches and parishes.
- Delivery of the Generous Disciples element of the Mission and Planning Review (MPR), as part of our Diocesan Improvement Programme (DIP). Generous Disciples is a programme developed to support churches with their stewardship and giving. It embeds five key, tried and tested priorities: The Parish Giving Scheme, Digital Giving, Good Budgeting, Legacy Giving and Good Stewardship Practice. This is done through in-person training and ongoing support to deliver on agreed actions. The Stewardship Practice element will require the postholder to speak to church congregations to encourage generous giving– see www.givingin grace.org and www.liverpoolcofe.org/talking-money/tmgood-stewardship-practice
- Facilitating churches to pay their Parish Contribution allocation. The generous giving of church members across our diocese enables the mission and ministry of the Church. With a new system for allocation/collection of Parish Contributions in development you will bring authority and experience of growing the stewardship practices in churches and therefore enable local 'support plans' to help churches afford their cost of ministry. You will develop a new system of timely intervention to support parishes who fall behind with their parish contributions, liaising closely with the Archdeacons, Finance team and Buildings team as they assist churches to bring in new income from their buildings and land assets.

The Role

Duties and Responsibilities cont:

- Supporting the development of a Health & Vitality tool that will serve parishes in their engagement in mission and ministry, helping them to understand how their parish contributions support mission as a whole in the diocese.
- Ensuring a strong level of training and support is given to churches and parishes to make sure their Accounting and Gift Aid claiming is compliant. Ensure support for Treasurers and Finance Officers (including in Larger Single Parishes (LSP) and complex parishes), giving technical advice and building confidence.
- Researching and planning new ways to improve support for large or complex parishes to undertake Independent Examination or Audit more efficiently.
- Providing high quality evaluation of data and management reporting to senior leaders to inform and shape strategic decision making at the highest level.
- Making Good Data accessible to diocesan staff to enable informed decision making and accountability in our reporting. This may involve contacting parishes to make sure their data is submitted on time and is complete.
- Maintaining an efficient phone/online service to assist parishes with governance, finance queries, Gift Aid, charity commission compliance, Annual Returns (e.g. Statistics for Mission), digital giving, pastoral reorganisation, legacy giving and stewardship and generosity programmes.
- Keep the diocese up to date in terms of Charities SORP, revising proformas and rolling out guidance/training for parish treasurers accordingly. With recent changes to charity guidance around GDPR, the Code of Fundraising Practice and with Charity Commission registration for all churches coming up in 2031, you will be aware of and anticipate changes or updates in guidance and communicate them effectively to diocesan leadership teams, churches and parishes. You will also interpret these rules in the context of larger single parishes.
- Development of new areas of support particularly arising from the transition to LSPs in the diocese.

Person Specification

PERSON SPECIFICATION - ESSENTIAL REQUIREMENTS:

Experience and Qualifications

- Strategic leadership experience
- Team leadership and senior management experience
- Proven financial leadership
- Experience of charity finance
- Experience of developing organisational data management systems and creating a positive, accessible user experience

Knowledge and Skills

- Knowledge and understanding of the values, language, and practices of the Church of England or similar traditions
- Experience of equipping others, particularly volunteers
- Ability to effectively get alongside others from all walks of life
- Excellent relational skills — able to build trust and work alongside volunteers, staff and clergy
- A mindset of empowerment — committed to helping others grow, not building dependency
- A clear communicator, both written and verbal
- Confidence and ability to train or coach others who are not finance professionals
- Organised, self-managing, and able to keep momentum across different settings and tasks
- IT-literate and confident with Microsoft Office

Person Specification

Other Requirements

- Must be able to travel to meetings across Diocese of Liverpool
- Able to attend evening and weekend meetings as necessary, with notice

DESIRABLE REQUIREMENTS:

- A member of the Church of England
- Understanding of working in or with churches, faith-based organisations
- Experience of using financial management systems
- Experience leading culture change
- Knowledge of the structures and organization of the Church of England.

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: 22nd July 2026**
- > **Applications Close: 6th September 2026**
- > **Shortlisting Date: 8th September 2026**
- > **Interview Dates: 14th or 16th September 2026**

We reserve the right to close this post early should we receive sufficient applications which may result in interviews being held earlier.

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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