

Diocese Recruitment Pack

Racial Justice Project Assistant



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.

A close-up photograph of a barista's hands. One hand holds a metal sifter with a perforated bottom, from which a fine dust of coffee powder is falling. The other hand holds a white ceramic coffee cup filled with a frothy beverage. The background is a blurred, warm-toned interior, likely a cafe or bar, with soft lighting.

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: Racial Justice Project Assistant

Reporting to: Racial Justice Officer

Salary: £30,000 per annum

Hours: 35 hours per week (with possible evening and weekend work)

Location: St James House, 20 St James Road, Liverpool, L1 7BY

Role Summary:

In the Diocese of Liverpool, we are united in our faith-driven commitment to racial justice, equity, and inclusion, recognising our role in healing and reconciliation. Inspired by the Church of England's 2021 report From Lament to Action and the work of the Archbishops Commission on Racial Justice we have committed to actionable steps in our parishes and schools.

In response we have developed a local strategy, "From Repentance to Repair," a framework to support cultural and structural change for a more equitable future for all people and holding ourselves accountable for measurable progress. We are committed to championing our belief that all people are wonderfully and fearfully created in the image of God and are of equal worth.

The Diocese of Liverpool is seeking a full time Racial Justice Project Assistant to support two key initiatives that are advancing social and racial justice and community engagement across the Diocese:

1. Countering Hate, Cultivating Hope (3 days per week)
2. From Repentance to Repair: Diocesan Racial Justice Strategy (2 days per week)

The postholder will work closely with the Director of Social Justice, Racial Justice Officer and Project Co-ordinator to ensure both initiatives are delivered effectively

The Role

Duties and Key Responsibilities:

Parish and deanery coordination

- Support structured listening and engagement activity (e.g., arranging meetings, capturing notes, coordinating focus groups and follow-up actions).
- Maintain contact lists and coordination systems for parishes, deaneries and partners involved in the programme.
- Support timely delivery of local activity by tracking actions, deadlines and logistical requirements.
- Provide administrative support to the Slavery Truth Project, including maintaining participant records and tracking church participation.

Events, training and logistics

- Support the planning and delivery of local events and activity (e.g., listening exercises, training sessions, community conversations).
- Coordinate logistics including venues, joining instructions, accessibility requirements, and where appropriate safeguarding checks.
- Maintain simple participation records to support monitoring and reporting

Partner support

- Support parish mapping of key stakeholders and maintain records of local partnership contacts and interactions.
- Support coordination with Together Liverpool, the Racial Justice Unit and partner dioceses (e.g., meetings, shared learning sessions and information requests).

Local grants administration

- Support the administration of the local small-grants programme, in line with diocesan processes and timelines (e.g., maintaining application records, coordinating communications, and scheduling decision points).
- Provide practical support to applicants (e.g., sharing guidance, confirming required documents, and signposting questions to the Project Co-ordinator).
- Maintain accurate records to support approvals, payments, monitoring returns and audit trails.

The Role

Resource development and communications support

- Support the Project Co-ordinator in gathering learning, stories and case studies from local contexts.
- Coordinate with diocesan and Together Liverpool communications support as appropriate.
- Provide support to the Racial Justice Officer with the implementation of the Racial Justice Parish Toolkit.
- Support to development of anti-racism training resources.

Monitoring, evaluation and reporting

- Support collection of data for agreed outputs and outcomes (e.g., attendance, feedback, and other agreed monitoring information), using the agreed methods and systems.
- Draft a short monthly update and support compilation of quarterly summaries against agreed KPIs, as directed by the Project Co-ordinator.
- Flag risks, safeguarding issues and learning promptly.
- Participate in shared learning sessions with Together Liverpool and partner dioceses as required.

The Role

Liverpool Diocese Values:

Our values underpin the culture of working for the Diocese of Liverpool at St James House.

Our values are:

- **Dynamic:** This means we are creative, open minded and willing to adapt for the good of the organisation. We make things happen, embrace and drive change and do great things with enthusiasm, passion and enjoyment.
- **Respectful:** This means we respect and value the contribution of all colleagues and treat each other and those we serve with respect, courtesy and warmth. We try to respond promptly and appropriately to requests from others.
- **Professional:** This means what we do, we do well and perform to the best of our ability, ensuring our knowledge is kept up to date. We demonstrate a 'can-do' attitude and take ownership of issues, aiming to exceed expectations
- **Collaborative:** This means we willingly share ideas, knowledge, expertise and experience and seek to understand and work with other teams. We help, support and guide each other, believing we do it better together.

Person Specification

Person specification - Essential requirements:

Qualifications & Education

GCSE (or equivalent) in English and Maths, or equivalent practical experience

Experience

- Supporting delivery of a programme or project through effective administration and coordination
- Organising meetings and/or events, including logistics, participant communications, and safeguarding checks
- Maintaining accurate records and documentation to support reporting, monitoring, and audit trails
- Supporting delivery of training or workshops, including preparation of materials and resources
- Supporting racial justice initiatives, including the Slavery Truth Project (tracking participation and maintaining records)

Skills and Abilities

- Strong organisational and administrative skills (planning, prioritisation, follow-up)
- Excellent written and verbal communication
- Proficient in Microsoft Office and relevant software, including spreadsheets and Canva
- Able to coordinate multiple stakeholders and maintain clear systems, trackers, and contact records
- Able to handle sensitive information with discretion and good judgement
- Confident collecting, checking, and presenting monitoring information for projects and training
- Ability to facilitate or support challenging conversations in an inclusive, respectful manner

Person Specification

Knowledge and Understanding

- Understanding of diverse communities represented within the Diocese of Liverpool
- Understanding of safeguarding and data protection responsibilities in a programme/training setting, and when to escalate concerns
- Knowledge of racial justice, equality, and anti-racism principles

Personal Qualities

- Commitment to diocesan values and mission
- Flexible and adaptable approach to work
- Reliable, with pace and attention to detail
- Ability to work collaboratively across multiple projects

Additional Requirements

- Flexible working hours, including evenings and weekends
- Willingness to travel within the Diocese of Liverpool
- To be in sympathy with the aims and ethos of the Christian faith

Person Specification

Person Specification - Desired requirements:

Qualifications

- Degree or equivalent level qualification
- Qualification in administration, event management, community development, or a related field

Experience

- Supporting work with Anglican churches, parishes, schools, or other faith/community organisations
- Supporting grant administration processes (e.g., applications, records, monitoring returns)
- Supporting development of resources, guidance, templates, or case studies

Knowledge and Understanding

- Understanding of Anglican structures and effective methods of engagement
- Knowledge of community development, social justice, and programme delivery
- Awareness of best practice in resource creation and training support

Additional requirements:

The successful candidate will be required to complete the company's induction process including health and safety, safeguarding policies and data protection. If required, a DBS check will be arranged for you

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: 24th April 2026**
- **Applications Close: 10th May 2026**
- **Shortlisting Date: w/c 11th May 2026**
- **Interview Date: 9th June 2026**

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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