

Diocese Recruitment Pack

Clergy Housing Manager



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 brown 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 kitchen.

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: Clergy Housing Manager

Reporting to: Head of Property & Buildings

Salary: £45,995 per annum

Hours: 35 hours per week (full time).

Location: Based at St James House with a requirement to work across the Diocese.

Role Summary:

We are seeking a Clergy Housing Manager who will be responsible for leading and overseeing the delivery of an effective, customer-focused housing service for clergy and their families. Central to this role is supporting the DBF's strategic aim to transform clergy housing from a reactive cost pressure into a proactive, customer-focused, well-managed, and evidence-led service that improves clergy wellbeing, supports recruitment and retention, and delivers sustainable long-term value.

The postholder will manage and develop the Clergy Housing team, ensuring high performance, wellbeing, and clear service delivery plans. They will take operational responsibility for maintaining safe, warm, and well-maintained homes across the housing portfolio, ensuring compliance with all statutory requirements and driving continuous service improvement.

Context

The Diocese of Liverpool is committed to supporting clergy through the provision of high-quality housing that enables and sustains their ministry and mission. At the heart of this commitment is the need for the DBF to transform clergy housing from a reactive cost pressure into a customer-focused, well-managed, and evidence-led service that improves clergy wellbeing, supports recruitment and retention, and delivers sustainable long-term value.

The Role

Clergy Housing has recently been integrated into the Property & Buildings Team, bringing together all property and asset expertise across the Diocese within a single, unified function. This alignment allows the Clergy Housing Team to both benefit from, and contribute to, the wider team's expertise.

As part of continued investment in clergy housing—supported by funding secured through the Diocesan Investment Programme, alongside an ongoing review of processes and systems—this role will play a key part in delivering that transformation. It will strengthen operational delivery, improve communication, and ensure that processes relating to repairs, maintenance, and clergy moves are efficient, consistent, and well-managed, contributing to a more proactive and sustainable service.

Job Summary

The Clergy Housing Manager will lead the delivery of a high-quality housing service, supporting transformation of the current provision into a proactive, customer-focused, and evidence-led model that supports clergy wellbeing and long-term sustainability. This will include:

1. **Service Delivery & Management:** Lead and oversee a safe, compliant, and customer-focused housing service for clergy, managing the team, contractors, budgets, and property standards to ensure homes support clergy wellbeing and effective ministry.
2. **Transformation:** Drive the development of a well-managed, evidence-led housing service that strengthens recruitment and retention while achieving financial and environmental sustainability.

The Role

Duties and key responsibilities:

1. Leadership & Team Management

- Lead, manage, and develop the Clergy Housing team to deliver an effective day-to-day housing service.
- Provide regular one-to-one supervision, monitoring wellbeing, performance, and workload.
- Set clear plans and priorities to ensure consistent and high-quality service delivery.

2. Service Delivery & Clergy Support

- Ensure delivery of a customer-focused housing service, providing safe, warm, and suitable homes for clergy and their families.
- Oversee clergy housing allocations, including working with the Vocations team on curate housing.
- Maintain clear and professional communication with clergy, including regular updates, bulletins, and website content.

3. Property Management, Maintenance & Compliance

- Oversee property repairs and maintenance, including reviewing schedules of work, comparing quotes, and approving works in line with budget and quality standards.
- Ensure all statutory and regulatory compliance requirements are met (e.g. gas safety, electrical testing, EPCs, asbestos).
- Hold contractors accountable for quality and completion of works.
- Build and maintain a reliable contractor portfolio, with annual performance and compliance reviews.

4. Financial Management & Value for Money

- Manage relevant budgets, ensuring effective allocation of resources and value for money.
- Approve invoices following satisfactory completion of works.
- Attend finance review meetings and contribute to budget monitoring and forecasting.

5. Data, Systems & Reporting

- Maintain accurate property and asset data, including repairs, compliance, ownership, and costs.

The Role

Duties and key responsibilities cont:

- Oversee use of systems such as the property database and Fixflo to track performance and reporting
- Produce reports on KPIs, budget, compliance, and property portfolio performance to support evidence-based decision-making.

6.Strategy, Projects & Continuous Improvement

- Lead and contribute to strategic initiatives, including Net Zero programmes and funding opportunities (e.g. SMIBB).
- Identify and implement improvements to policies, processes, and service delivery.
- Ensure all policies are up to date, compliant, and consistently applied.

7.Stakeholder & Partnership Management

- Manage relationships with Revive and Ad Hoc Guardians
- Liaise with key stakeholders including insurers (e.g. EIG), grant providers (e.g. Marshall's Charity), and internal teams.
- Support pastoral and legal processes, including providing property ownership information and input into pastoral schemes.
- Build strong relationships with the Clergy Housing Committee and its Chair, providing regular updates and strategic input.

8.Governance, Meetings & Collaboration

- Attend and contribute to key meetings, including finance reviews, Net Zero committee, and housing governance groups.
- Work collaboratively with internal departments (e.g. assets, buildings, vocational teams) on planning and property strategy.

9.Team-Wide Responsibilities

(All Clergy Housing team members contribute to:)

- Managing compliance and health & safety requirements across the housing portfolio.
- Maintaining the asset register and property database.
- Supporting clergy moves and housing planning with senior stakeholders.
- Monitoring repairs and works through regular team meetings and reporting.
- Contributing ideas to improve clergy housing provision and future strategy.

In addition, the postholder will support and contribute to the delivery of the major housing upgrade programme funded through the Diocesan Investment Programme, while undertaking such other duties as may be reasonably directed.

Person Specification

Person Specification - Essential Requirements:

Experience and Qualifications:

- Experience in housing, property, or asset management within a customer-focused environment.
- Experience of leading or managing a team, including performance and workload management.
- Knowledge of property maintenance, repairs, and statutory compliance (e.g. gas safety, electrical, EPCs, asbestos).
- Experience of managing budgets, procurement, or contractor relationships.
- The ability to manage and interpret complex information resulting in sound, professional proposals
- Excellent time management and IT skills

Knowledge and skills

- Excellent customer service and relationship management skills, with the ability to build effective, professional relationships with a wide range of stakeholders.
- Understanding of the role housing plays in supporting wellbeing and service delivery (e.g. clergy or similar contexts).
- Strong organisational and coordination skills, with the ability to manage multiple priorities and a varied workload.
- Knowledge of budget management, procurement processes, and delivering value for money.
- Effective leadership skills, with the ability to support, motivate, and manage team performance.
- Excellent communication skills (written and verbal), including the ability to handle sensitive situations with empathy and professionalism.
- Understanding of managing property portfolios, including repairs, maintenance, allocations, and contractor oversight.
- Awareness of sustainability and energy efficiency principles, including Net Zero initiatives and funding opportunities.

Person Specification

Knowledge and Skills cont:

- Knowledge of property maintenance, housing management, and statutory compliance requirements (e.g. gas safety, electrical, EPCs, asbestos).
- Strong analytical and problem-solving skills, with the ability to use data to inform decisions and improve services.
- High level of administrative and IT skills, including maintaining accurate records, databases, and reporting systems.
- Proven project and contract management skills, including overseeing works, managing contractors, and ensuring quality and accountability.

Personal Attributes

- Strong sense of accountability and ownership, with a commitment to delivering high standards.
- Empathetic and approachable, with the ability to handle sensitive situations with discretion and professionalism.
- Highly organised and detail-oriented, with a structured and methodical approach to work.
- Resilient and adaptable, able to manage competing priorities and respond effectively to changing demands.
- Collaborative and team-focused, with the ability to build trust and work positively with others.
- Solutions-focused mindset, with strong problem-solving and decision-making capabilities.
- Committed to continuous improvement and delivering a high-quality, customer-focused service.

Other Requirements

- Willingness and ability to travel across the Diocese as required.
- Commitment to the values and mission of the Diocese of Liverpool.
- Ability to work flexibly, including occasional evenings or weekends if necessary
- The post holder must be in sympathy with the aims and ethos of the Church of England.

Person Specification

Desirable requirements:

- Experience working within a church, charity, public, or not-for-profit sector.
- Understanding of clergy housing, ministry contexts, or pastoral support environments.
- Experience working with governance structures, committees, or boards.
- Knowledge of sustainability initiatives, including Net Zero programmes and environmental funding.
- Experience of developing or implementing policies and procedures.
- Familiarity with property management or case management systems (e.g. housing databases, Fixflo).
- Experience of securing or managing grant funding (e.g. charitable or external funding streams).
- Involvement in strategic planning or long-term asset management.

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: 17th June 2026**
- **Applications Close: 5th July 2026**
- **Shortlisting Date: 6th July 2026**
- **Interview Dates: w/c 13th July 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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