



Chief Operating Officer COO Department

Governance and Compliance Administrator

Information for applicants

Contact for enquiries:

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Introduction from the Archbishop of Liverpool

Thank you for your interest in a career at the Archdiocese of Liverpool.

As an archdiocese, we serve thousands of people every week through our parishes, schools, partnerships and local communities.

It is a significant time in the life of our archdiocese, as we continue to walk together on the journey set out by our Pastoral Plan in becoming the Church God calls us to be. This plan outlines a clear mission for the future of our Church and every single member of staff plays a vital role in helping us achieve this.

As an employer, we offer wide range of benefits and a place to develop your career in an environment where every member of staff is valued and encouraged to develop fully their gifts.

We are looking for people whose values align with ours and are passionate about playing a key role in the next steps of our journey.

Thank you again for considering a role within our archdiocese. Each person contributes to our wider mission. I am grateful for your interest in joining us in this important work.

+ John Sherrington .

Most Reverend John Sherrington
Archbishop of Liverpool

COO Department

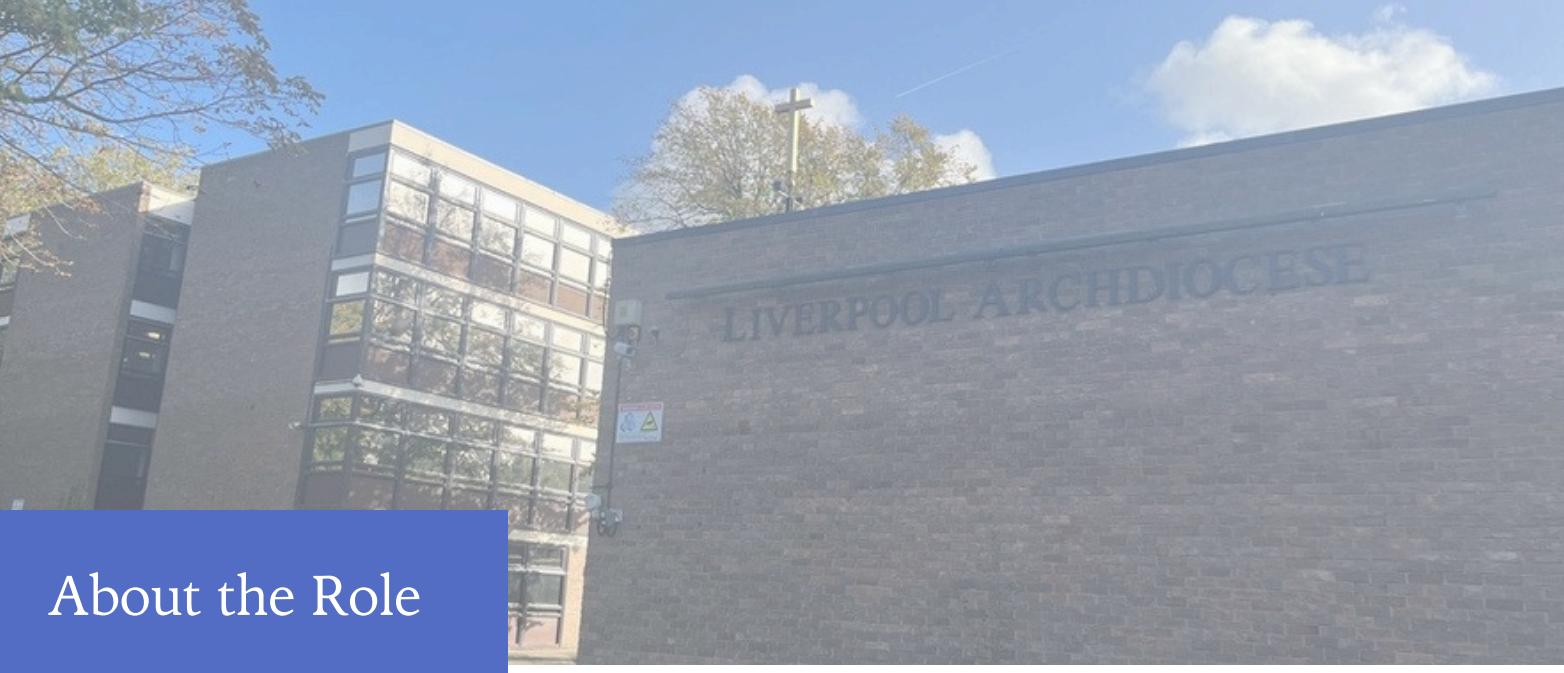
The COO Department is a central operational unit within the Archdiocese that supports the efficient functioning of the Church's mission and day to day organisational activities.

It provides essential services that enable other departments, parishes, clergy, schools and teams across the archdiocese to work effectively and compliantly. All work is carried out within both canonical and civil legal governance frameworks.

Teams included in the Department include:

- Property and surveying
- Governance
- Legal services
- IT
- Communications
- Safeguarding
- Human Resources

The Department is diverse and candidates joining us will have the opportunity to be exposed to a wide variety of work.



About the Role

Governance and Compliance Administrator

An exciting opportunity is available for an Administrator to join our COO Department, providing high-quality administrative support across functions including Governance, legal and Property & Surveying. You'll play a key role in ensuring smooth, efficient and compliant operations, supporting colleagues, stakeholders and visitors across the organisation. The successful candidate will be responsible for a variety of administrative duties including managing correspondence, maintaining accurate records, processing documentation and supporting procurement and compliance. You will also support cross-functional tasks such as reception cover, coordinating meetings and assisting with information requests across the departments. The ideal candidate will be comfortable working with detailed processes, building strong working relationships and managing multiple priorities in a busy environment.

To thrive in this role, you should be able to demonstrate the following:

- Strong communication skills and comfort dealing with people at all levels.
- Experience working with detailed processes and compliance.
- Experience using Microsoft Office applications. (Word, Excel, Teams and SharePoint).
- A passion for organisation and accuracy
- Ability to take initiative with a proactive mindset.

To thrive in this role, you should be able to demonstrate the following:

- Support documents and deed management including locating deeds for properties and maintaining the master list of property assets.
- Plan, organise and attend meetings to take minutes and circulate approved actions.
- Maintain and monitor compliance documentation (e.g., policies, insurance), ensuring updates reach the correct committees and records remain accurate.
- Assist the entire COO Department with research tasks, including producing reports, presentations and newsletters when required.
- Provide cross-functional cover including reception support and room bookings.
- Estates helpdesk support and liaising with contractors.



Terms and Conditions

Salary £27,000

Location Saint Margaret Clitherow Centre, Croxteth Drive, Liverpool, L17 1AA.
(Hybrid or remote working is not available for this position)

Working Hours Full time, Contracted 35 hours Monday to Friday.

Annual leave 38 days pro-rata which includes eight bank/public holidays and set complimentary days.

Pension Employees will be enrolled into the People's Pension Scheme.

Other benefits There are a range of other benefits including a pension salary sacrifice scheme, subsidised Lifestyles gym membership, life assurance scheme, enhanced parental leave pay and 24/7 Employee Assistance Programme.

How to Apply Visit the careers page on our website <http://www.liverpoolcatholic.org.uk/careers> to apply online.

The closing date for applications is midnight on 30th January 2026- please see our careers page as above.

Please note that the information you provide in your application will be used only for the purpose of recruitment and selection and will be held in accordance with the Data Protection Act 2018.





Saint Margaret Clitherow Centre

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