



# Chief Operating Officer Department

## Safeguarding 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.

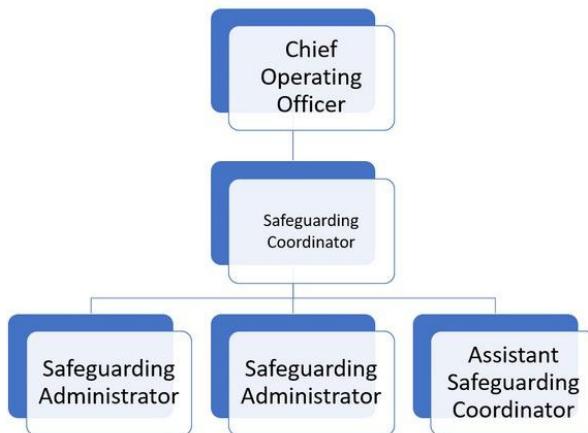
It provides essential services that enable other departments, parishes, clergy, schools and teams across the archdiocese to work effectively and compliantly. All work is carried out within both canonical and civil legal governance frameworks.

Teams included in the Department include:

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

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

## Safeguarding Team Structure





## About the Role

### Safeguarding Administrator

Are you organised, adaptable and confident in supporting a busy team?

An excellent opportunity is available at the Archdiocese of Liverpool for an Administrator within the Safeguarding team to provide high-quality administrative support.

In this vital role, you will process and quality-check DBS applications, support enquiries from parishes and external agencies, and help ensure compliance with national safeguarding standards. You will be a key point of contact for the safeguarding office, contributing to safe, effective and compassionate safeguarding practice across the Archdiocese.

In this role, you should be able to demonstrate:

- Strong organisation, accuracy and attention to detail, including confident handling of confidential information.
- Skilled in data entry and maintaining digital records or databases.
- Clear, professional communication with the ability to work independently and as part of a team.
- Proficient in Microsoft Office and administrative systems, with a proactive approach to problem-solving and improving processes
- Flexible, professional, and aligned with the safeguarding values of the Archdiocese, including supporting occasional evening/weekend events.

Within this role, you will be expected to:

- Process and quality-check DBS applications while maintaining accurate, compliant safeguarding records and databases.
- Respond professionally to enquiries and support initial safeguarding contacts with clear, accurate information capture.
- Update safeguarding content on the website and intranet, and assist with training events, DBS clinics and related administration.
- Build effective working relationships with clergy, parish representatives and external partners, attending meetings and taking minutes.
- Uphold data protection, confidentiality and safeguarding procedures, contribute to service improvements, and carry out other reasonable duties as required



# Terms and Conditions

## Salary

£16,200 per annum (FTE £27,000)

## Location

Saint Margaret Clitherow Centre, Croxteth Drive, Liverpool, L17 1AA.

(Hybrid working is not available for this role)

## Working Hours

Permanent/ Contracted working 21 hours per week (Day's to be agreed at interview).

## Annual leave

38 days which includes eight bank/public holidays (Pro-rated).

## Pension

Employees will be enrolled into the People's Pension Scheme with a contribution rate of 3% and 5% contributed by the employer. The archdiocese will match employee contributions up to 6% of their pensionable salary.

## 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 Friday 20th February 2026**

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**

Croxteth Drive, Liverpool, L17 1AA

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