



# Pastoral Development Department

## Catholic Social Action Co-ordinator Information for applicants

**Contact for enquiries:** Elizabeth Parsons  
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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.

A handwritten signature in black ink that reads "+ John Sherrington .". The signature is written in a cursive style.

Most Reverend John Sherrington  
Archbishop of Liverpool



## The Pastoral Development Department

The Pastoral Development Department was formed to serve both the existing and evolving needs of the local church, helping to prepare the parishes of today for the Church of tomorrow. It contributes to the implementation of the Archdiocesan Pastoral Plan, the fruit of Synod 2020.

The Department strives to support and encourage the life and mission of the local church, helping parishes, families of parishes and deaneries plan for a sustainable future within the framework of the Pastoral Plan. This will include sensitively responding to local requirements and needs, facilitating change and supporting transition wherever identified as necessary, and further empowering clergy and laity for their mission through the provision of expertise, encouragement, support, and formation.



A photograph showing a person with long brown hair, wearing a dark blue patterned shirt and a silver watch, sitting at a desk. They are using a laptop and a mouse. The desk is cluttered with various items, including a pink mug, a small penguin figurine, and some papers. In the background, there are computer monitors displaying code or data. A blue rounded rectangle is overlaid on the left side of the image, containing the text 'About the Role'.

## About the Role

### **Catholic Social Action Coordinator**

The Catholic Social Action Coordinator is an exciting role designed to initiate, deliver, coordinate, and evaluate the Archdiocese's work in Catholic social action. Working closely with internal colleagues and external partners, the post-holder will play a key role in embedding the Archdiocese's commitment to inclusivity, justice, peace, care for the poor, support for the marginalised, and responsibility for the environment.

Situated within the Pastoral Development Department, this role actively supports the implementation of the Archdiocesan Pastoral Plan (2020). The post-holder will work primarily within Area 1 of the Plan, while also contributing to activities across the remaining five areas as needed.

The Catholic Social Action Coordinator will collaborate with both clergy and lay people, engaging individuals and groups across deaneries, families of parishes, parishes, Archdiocesan offices, and relevant external organisations such as charities and agencies. The central focus of the role is to coordinate Catholic Social Action and environmental initiatives aligned with Catholic Social Teaching and the principles of *Laudato Si'*.

This post sits within the Pastoral Development Department and will be a key contributor to their mission, ensuring that the values of social justice and environmental stewardship remain integral to the Archdiocese's pastoral work as established in the Pastoral Plan.

For an informal discussion about the role, please contact:

Elizabeth Parsons, Director of Pastoral Development

Email: [e.parsons@rcaol.org.uk](mailto:e.parsons@rcaol.org.uk)

Telephone: 0151 522 1023

The Pastoral Development Department supports the life and mission of the local Church, helping parishes, families of parishes, and deaneries plan for a sustainable future and the Church of tomorrow. Its work includes responding sensitively to local needs, facilitating change, supporting transitions, and empowering clergy and laity through expertise, encouragement, support, and formation.



# Terms and Conditions

## Salary

£14,490 (FTE £36,225.00)

Part-Time 12 month Fixed Term Contract.

## Location

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

## Working Hours

14 hours per week, (days to be determined at interview) and will include occasional pre-planned weekend and evening working coordinating events and delivering workshops.

## Annual leave

38 days inclusive of two gifted days and 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 noon 16th March 2026, interview date Tuesday 24 March 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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