



# Chief Operating Officer Department

## HR Assistant

## 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.

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



## Chief Operating Officer Department

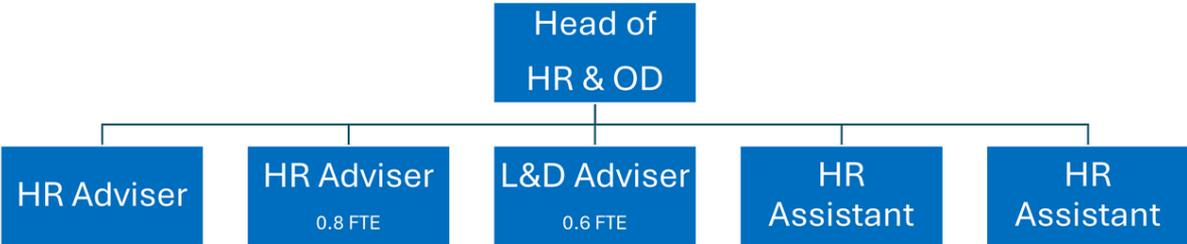
The COO Department is a central operational unit within the Archdiocese that supports the efficient functioning of the Church's mission and day to day organisational activities.

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 Human Resources team has recently undergone a restructure following review of business need and is now formed of:





## The work of the HR Team

Working across the whole employee lifecycle we support 260 employees in the archdiocese which is a registered charity, and 210 employees in our trading subsidiary company APCMC Ltd. In addition we support approximately 80 parish priests in their line management of our employees.

Our administrative office is based in Sefton Park Liverpool however our teams are located across the archdiocese from Penwortham, out to Tyldesley, south to Widnes and west to the Isle of Man, and of course our co-cathedrals. A significant number of our employees support the work of our parishes within which which parish priests have pastoral and administrative leadership. We also have staff working at NHS hospitals and universities.

Our approach is relationship led, we empower and coach managers through HR processes, helping them build confidence and consistency in people management. Our aim is to enable line managers to take ownership, supported by clear advice, guidance and tools.

Over the past 18 months we have embarked on a programme of improvement reviewing policies, procuring and implementing HR software, diversifying employee benefits, organisational review and reviewing our handbooks and contracts.

Looking ahead, we will focus on collaborating with stakeholders to ensure organisational structure is fit for purpose and supports the delivery of the Archdiocese's Pastoral Plan and vision for the future. We will also, through our newly created learning and development post, focus on the continuous professional development of our workforce.

Visibility of the team is important and our colleagues are expected to visit our parishes to understand how we can best support with the challenges they face.

This is an exciting time to join the HR Team as we continue to embed meaningful change and shape a modern, compassionate, and effective support function at the heart of the Archdiocese's mission.





## About the Role

### **HR Assistant**

You will be the first point of contact for employee and manager queries on a range of issues from recruitment to pay and benefits and parental leave, escalating to HR Advisers where resolution cannot be achieved at the first point of contact.

You will manage the recruitment and onboarding process, including attendance at interviews, and will oversee the induction and probationary process.

You will support both employees and managers with advice on absence and ensure all relevant processes are followed and welfare support is offered to employees in need.

In conjunction with our payroll team you will ensure all changes affecting pay and benefits are actioned monthly and be responsible for communications with employees.

You will also organise be involved in project work, production of reports, processes and system development.

### **In this role, you should be able to demonstrate:**

- Previous experience in a HR or recruitment support role
- Strong administrative skills
- Strong organisation, accuracy and attention to detail, including handling of confidential information
- Clear, professional communication
- Proficient in Microsoft Office and able to quickly learn bespoke software
- Pragmatic approach to problem-solving, decision making and service improvement

### **The ideal candidate for this role:**

- Should be comfortable with day to day in person and phone contact with stakeholders
- Solution focussed and positive about the continuous improvement of our service
- Should care about people and the workplace experience they receive



# Terms and Conditions

## Salary

£30,015 per annum FTE.

2 posts available:

- 1 fixed term post providing cover for maternity leave. The expected end date is 30 June 2027. £30,015 actual salary per annum.
- 1 permanent post working Thursday and Friday. This working pattern is non-negotiable as it forms a job-share partnership. £12,006 actual salary per annum.

## Location

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

Hybrid working available for a maximum of 40% of contracted working hours, to be managed around business need. Pre-planned travel across the area of the archdiocese will be required.

## Working Hours

- Maternity cover post - contracted hours are 35 per week Monday to Friday with flexibility on start and end times depending on business need.
- Job-share post - Thursday and Friday with flexibility on start and end times depending on business need.

## Annual leave

38 days per holiday year inclusive of eight bank/public holidays, two fixed gifted days and Christmas shutdown days. Pro rata for part time employees.

## 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, cycle to work scheme, life assurance scheme, enhanced parental leave pay and 24/7 Employee Assistance Programme including online GP facility.

## 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 Monday 13 April 2026.**

**Interviews: Week commencing 20 April 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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