



Pastoral Development
Department

Administrator

Information for applicants

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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

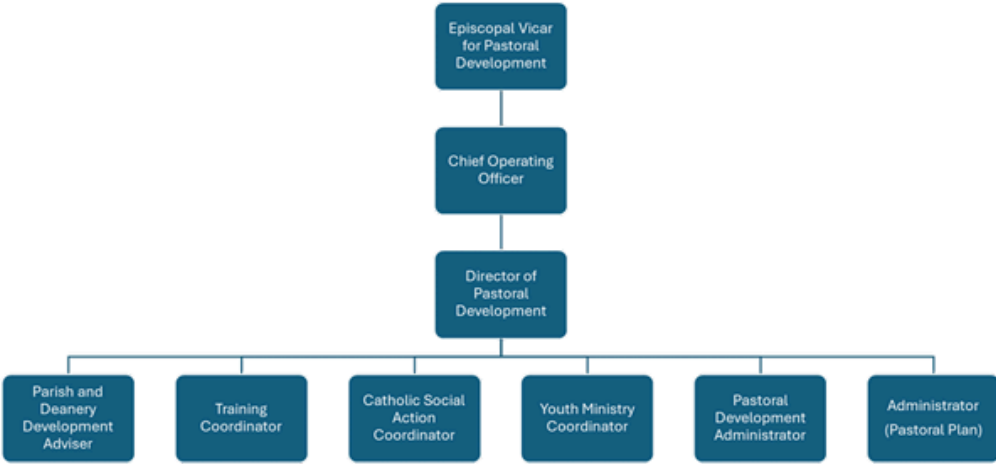


The Pastoral Development Department

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.

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.



A photograph showing a person with long brown hair, wearing a dark blue patterned top and a silver watch, sitting at a desk in an office. They are using a laptop and a mouse. In the background, there are two computer monitors displaying code, a pink mug, a small penguin figurine, and other office supplies. A blue rounded rectangle with the text 'About the Role' is overlaid on the left side of the image.

About the Role

Pastoral Development Administrator

An exciting opportunity is available for an Administrator within the Pastoral Development Department providing high-quality administrative support across all sections of the Department. You'll play a key role in ensuring the smooth, professional and efficient running of departmental operations, acting as an essential point of contact for colleagues and external partners. The successful candidate will handle a range of duties, including managing communications, coordinating diaries, maintaining office systems and records, and preparing documentation to support the work of the department. You will also support governance by preparing agendas, formatting newsletters and planning departmental events.

To thrive in this role

- Experience of dealing with a broad range of administrative procedures and managing multiple tasks simultaneously.
- Ability to build effective working relationships at all levels and work collaboratively as part of a team.
- Strong time-management skills, with the ability to prioritise workload and meet deadlines
- A supportive and professional manner aligned with the ethos and mission of the Archdiocese.

Within this role you'll be expected

- Provide high standard general administrative support to the officers of each section of the Pastoral Development.
- Undertaking general administrative duties including filing, photocopying, scanning, printing, creating and archiving records, ordering stationery and any other general office duties as necessary.
- Supporting governance structures of the department and wider archdiocese.
- Provide flexible support to officers of the department in their pastoral planning and development functions, including specific Pastoral Plan initiatives.



Terms and Conditions

Salary

£27,000.

Location

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

Working Hours

Full time, Contracted 35 hours per week. Typically Monday to Friday, however will include pre planned weekend and evening working coordinating events to support Department.

Annual leave

38 days inclusive of two gifted days and eight bank/public holidays. 3 day closedown over Christmas period.

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, cycle to work scheme 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 28th 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

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