



Chief Operating Officer Department

Legal & Compliance Support Officer

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
- Facilities & Conferencing

The Legal and Property & Surveying Teams work closely together to support an extensive property portfolio consisting of an estate of over 800 properties, including 140 parishes and over 200 schools. Our portfolio also contains parish centre's (licenced premises), parish halls, 2 cathedrals and both residential and commercial properties. The status of our buildings includes 3 Grade I, 7 Grade II*, and 59 Grade II listed buildings.

Work of the teams ranges from delivery of essential technical support to ensure our buildings are safe and well maintained to liaison with external commercial agents to manage leases and sales, which are in the best interest of the mission of the organisation.





About the Role

Legal & Compliance Support Officer

An exciting opportunity is available in a newly created post within our COO Department, providing high quality administrative and legal support. The successful candidate will be responsible for the management of correspondence, accurately maintaining records and processing legal and property documentation, whilst supporting procurement and compliance activity.

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

- Strong communication skills and be comfortable dealing with people at all levels.
- Experience working with detailed processes within a legal, property or education environment.
- Experience using Microsoft Office applications (Word, Excel, Teams and SharePoint).
- A passion for organisation and strong attention to detail.
- Ability to take initiative and proactively management a caseload independently.

Within this role you will be expected to:

- Draft legal documentation and letters under the supervision of the Solicitor.
- Maintain a list of property assets and action queries and updates with external agents.
- Conduct basic Land Registry searches.
- Prepare property information packs for agents and legal professionals to support property sales and disposals, and support associated enquiries.
- Data inputting into various systems used by the legal, surveying, education and finance teams.
- Support with data protection processes including Subject Access Requests.
- Provide day to day administrative support to the legal and surveying teams.



Terms and Conditions

Salary

£30,015 per annum FTE. This role is permanent and full time.

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.

Travel across the area of the archdiocese will be required.

Working Hours

35 hours per week worked Monday to Friday.

Annual leave

38 days per holiday year inclusive of eight bank/public holidays, two fixed gifted days and Christmas shutdown days.

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 Mon 11 May at midnight 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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