

Job Title:	Project Lead (CMAT Development)
Accountable to:	Archbishop and Archdiocesan Education Committee (via Director of Education)
Line Manager:	Director of Education
Key interactions	DfE, Academy Trusts, Legal Team and external legal advisers, Finance Team, schools and their governing bodies, local authorities.
Location	St Margaret Clitherow Centre, Archdiocesan Office, Croxteth Drive, Liverpool L17 1AA

Mission Statement

“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”

Job Summary

Responsibility for leading and delivering the implementation of the archdiocese’s academy strategy, 'A Family in Christ: Our Future Together'. The postholder will translate the vision into practical, sustainable action across Catholic schools, academy trusts and diocesan structures.

Key Accountabilities

- Overall responsibility for the delivery, coordination and impact of A Family in Christ: Our Future Together.
- Strategic leadership of academy development on behalf of the Archdiocese.
- Building confidence, alignment and trust across schools, trusts and diocesan partners.
- Advising diocesan leadership on progress, risks and future opportunities.

Main Duties and Responsibilities

1. Leadership of the Archdiocesan Academy Strategy

- Lead the development and delivery of a diocesan wide implementation plan for the academisation strategy.
- Prioritise already identified schools, clusters and trusts for engagement in line with the Archdiocese’s vision and values.
- Work with schools and trusts on due diligence and transition processes ensuring deadlines are met.
- Provide strategic oversight and assurance to diocesan leadership of school engagement, ensuring alignment with Archdiocesan priorities and Catholic mission.
- Ensure consistency, clarity and pastoral sensitivity in communication and implementation.
- Advise governing bodies, trustees, directors, CEOs, and school leaders on academy conversion and trust formation.
- Provide strategic assurance to diocesan leadership on progress, risk, impact and emerging opportunities, informing future decision making.

2. Relationship-led Leadership

- Build trusted relationships with headteachers, CEOs, governors, trustees and clergy.
- Act as a visible diocesan presence for schools navigating change.
- Promote collaboration, shared responsibility and mutual support across Catholic schools and trusts.

- Represent the Archdiocese at relevant forums and sector events.

3. Catholic Mission, Ethos and Values

- Support work to ensure academy development strengthens Catholic identity.
- Support leaders in articulating Catholic vision during change.

General

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
3. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

Confidentiality

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is likely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed to require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does require the job holder to habitually use DSE as part of their normal work and therefore is classed as a Display Screen Equipment User.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

General Clause

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be

agreed in conjunction with the designated line manager.

Signed by Employee: Date:
Print Name:

Signed by Line Manager: Date:
Print Name:

Qualifications	Essential
	Good standard of general education
	Desirable
	Qualified Teacher Status Leadership or management Project management e.g PRINCE2.
Experience	Essential
	Managing complex projects with multiple stakeholders Working in or supporting a Catholic school setting Working with regulatory and / or public bodies Multi stakeholder reporting / communication
	Desirable
	Working in an academy / going through the academisation process
Skills and Knowledge	Essential
	Strong leadership skills and proven ability to influence and motivate Project management skills including across multiple internal and external stakeholders Managing multiple stakeholders Change management Holding complex conversations and dealing with difficult situations Excellent IT skills Knowledge of the legal, regulatory and governance requirements relating to academy conversions, including employment, data protection, safeguarding and academy trust compliance frameworks.
	Desirable
	Media liaison and communication
Personal Attributes	Essential
	Flexible approach to work, planning and deadlines Juggling competing demands of different stakeholders Able to work in a pressured environment with external deadlines Strong organisational skills Able to travel independently across the Archdiocese for day-to-day work
	Desirable
	Sound understanding of the distinctive nature of Catholic schools and their mission and role in the community.