



Chief Operating Officer
Department

Marketing and Communications Officer

Information for Applicants



Introduction from the Archbishop of Liverpool

Thank you for your interest in the role of Marketing and Communications Officer within the Chief Operating Officer's Department of the Archdiocese of Liverpool. It is a hugely important and challenging time for our communities as they are still considering the after-effects of the pandemic, the tragedy of the war in Europe, economic uncertainty, and the climate emergency. The Church has a profound duty to be involved in these issues: practically and spiritually. Synod 2020 reached a milestone with the publication of our Pastoral Plan at the beginning of Advent in 2021. This is refreshing the Church's ability to reach out, to serve and to proclaim the Gospel message boldly: a role even more vital in helping communities deal with the challenges of today. Fundamental to this process is the development of local synodal structures which will allow the voices of all to be heard. The Communications and IT Team provides key officer support to the local church in this process of engagement.

While some issues are common across the Archdiocese, there are also contextual challenges and opportunities. It is vital that we respond to these local challenges and opportunities as much as dealing with the wider issues. The Department will, therefore, walk alongside our parishes and deaneries

to help them identify their own needs and plans and to maximise communication routes and promote our activities and messages.

This is an exciting opportunity, and this role is an absolutely key appointment in helping the Archdiocese to deliver its mission. Under the direction of the Trustees, and the COO, the staff of this Team will deliver effective communication and marketing support for the local church. Day-to-day accountability will be to the Communications Manager. Please find enclosed in this pack the following information:

- Profile of the Archdiocese of Liverpool.
- Information about the Team and the Role.
- How to apply.

I very much look forward to hearing from you.

+ Malcolm McMahon OP

Most Reverend Malcolm McMahon
OP Archbishop of Liverpool



Overview of the Archdiocese of Liverpool

The Archdiocese of Liverpool extends from the Mersey to the Ribble, encompassing Merseyside, parts of Lancashire, Cheshire and Greater Manchester, and the Isle of Man.

The Catholic population of this area is 369,000 (July 2023) and Mass attendance figures stand at 25,327 for 2022. The archdiocese is divided into 13 administrative areas or deaneries, which are each overseen by a priest nominated as Dean. The deaneries are further divided into 139 parishes, containing two cathedrals, 169 churches, and 221 schools.

In the parishes of the Archdiocese, the Archbishop appoints parish priests who act as the responsible local officials, with both canonical responsibilities and civil law requirements to act as agents of the Archdiocesan Charity Trustees in relation to charity law.





Synod 2020

The Archbishop is deeply committed to the fact that God will speak to us through the bishops, priests, deacons, religious and people of the Archdiocese. That is why the Synod is called ***“Becoming the Church we are called to be.”***

Every person has a voice, and their voice must be heard. The Synod will inspire us and direct us as we find new and exciting ways to meet the challenges of being members of the Catholic Church in the years to come.

Originally intended to meet together in 2020, the Synod gathering had to be postponed because of the pandemic.

However, this has not stopped the process.

Rather, it has emphasised the need for a fundamental engagement with the people of God so that we can, in the words of Archbishop Malcolm, **regain our missionary spirit so that the call to holiness we heard in our baptism is expressed by a change of direction. Baptism has changed us so that as Christians we live no longer for ourselves but for others.**

On the first Sunday of Advent 2021, we launched our Pastoral Plan, the fruit of our Archdiocesan Synod 2020. You can view the plan at:



www.liverpoolcatholic.org.uk/about/synodality





Governance Structure of the Archdiocese

In Canon Law, the Archdiocese of Liverpool is under the authority and pastoral responsibility of the Archbishop. He is assisted in Archdiocesan executive matters by an Auxiliary Bishop and a number of Vicars General and Episcopal Vicars. Knowing the mind of the Archbishop, the Vicars General have the full ordinary power of the Archbishop, while Episcopal Vicars have authority for specific areas of the life of the Church. The Archbishop has an Advisory Body to advise him, comprising representatives from various areas of diocesan life.

The Archdiocese recently became a Charitable Incorporated Organisation, or CIO:

ARCHDIOCESE OF LIVERPOOL Charity number: **1199714**

The charity exists exclusively to serve the life and mission of the Church in the archdiocese. The board of the trust is chaired by the Archbishop and includes the Vicars General, the Cathedral Dean, several Episcopal Vicars and lay Trustees. The Board meets regularly to provide strategic direction and decision-making on key issues and is ultimately responsible for the administration, assets, and compliance of the charity.

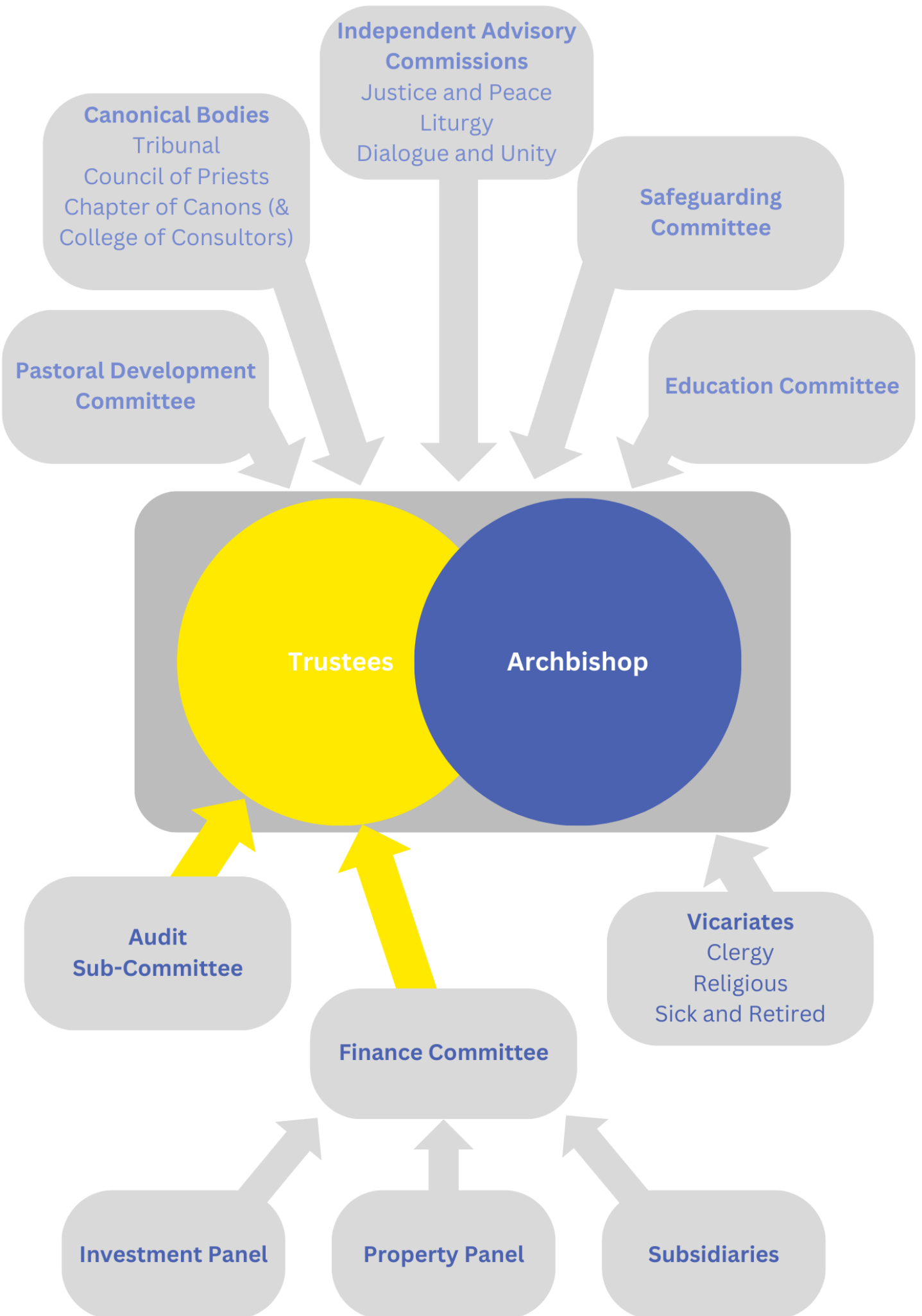
The Trustees are advised by a number of committees including the Finance Committee, the Education Committee and the Pastoral Development Committee. A number of specialist laypeople are included on these committees, which meet on a regular basis, and their findings are forwarded to the Trustees or operate under Trustee-delegated authority.

Synodal structures have been established at deanery and archdiocesan level to engage the wider church in decision-making. These inform the decisions made by the Archbishop and governance structures.

The governance structure is shown on the next page.

A number of essential functions of the Archdiocese are also operated through subsidiary companies.







Officer Structure

Currently, the day-to-day administrative, legal, and financial affairs of the Archdiocese are carried out from the charity's registered office by the Chief Operating Officer, the Senior Management Team (comprising the directors of each department – please see below) and a number of paid employees.

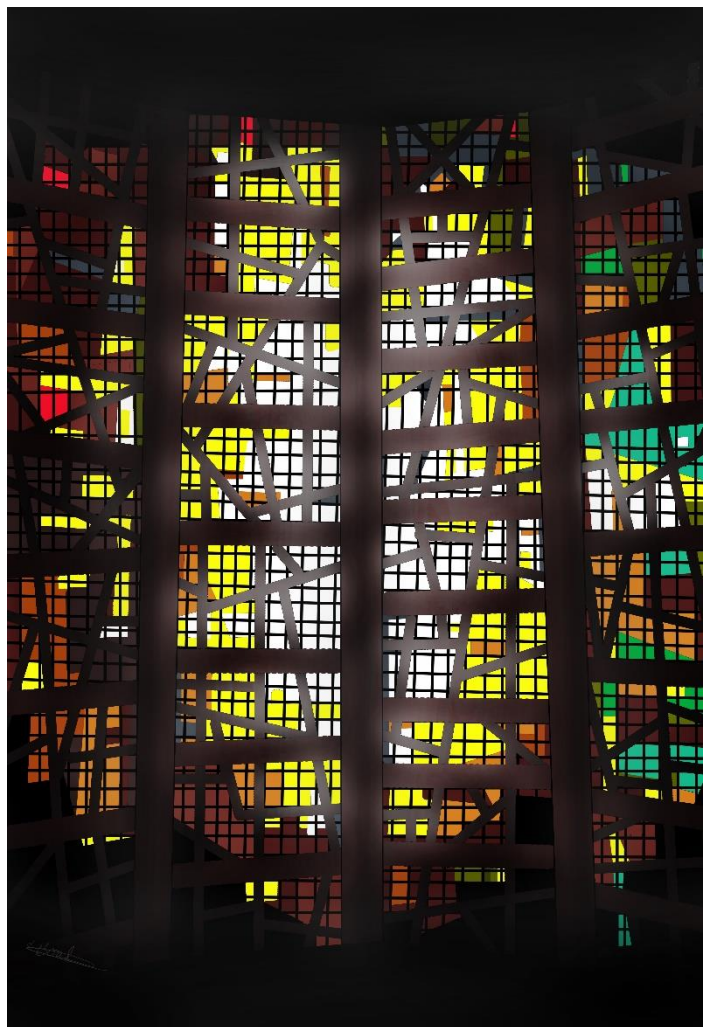
Lay staff are also employed by the Archdiocese at the parish level to assist with the work of parishes.

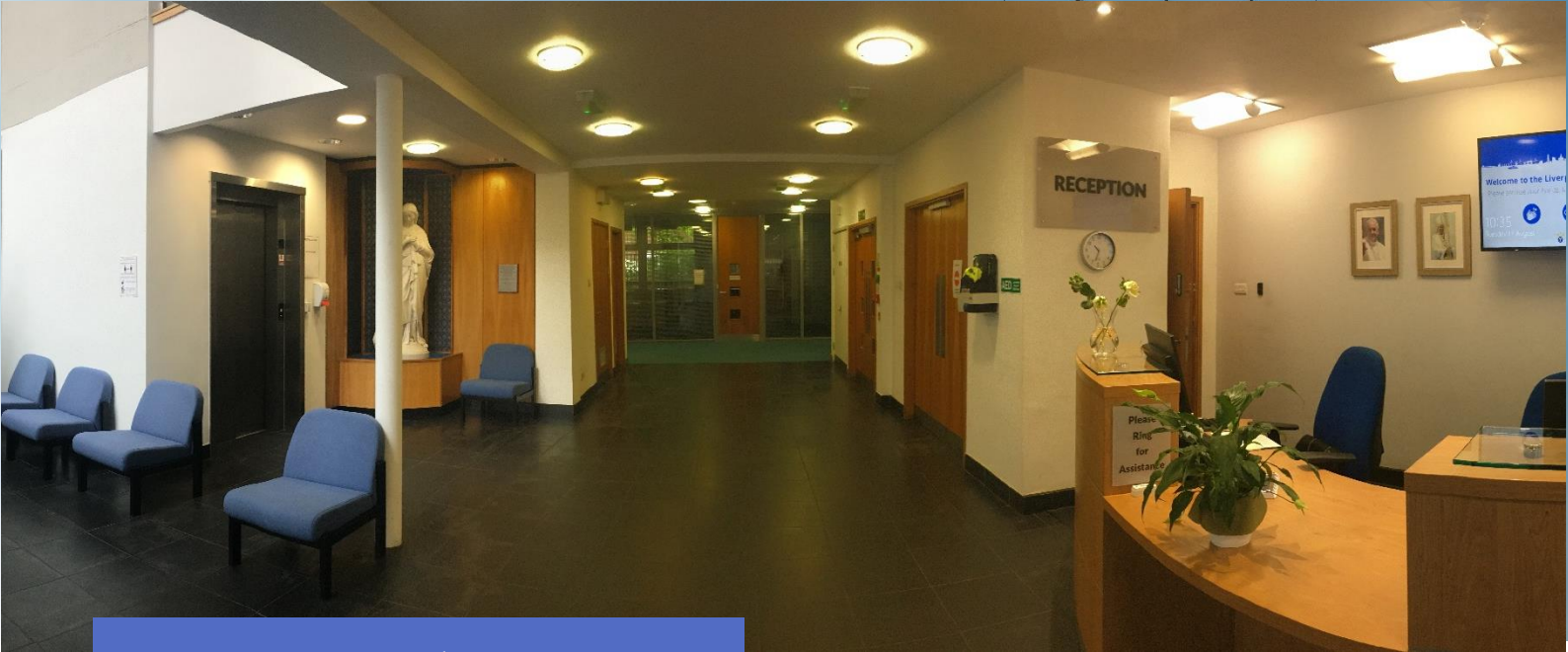
The working ethos of the officers is that they are there to serve the Church. The mandate for their work is drawn from the authority of the Archbishop and the Trustees and the needs of the parishes and schools.

The officers are arranged into several functional departments to allow for specialisation and effective line management. However, the departments are not independent silos but are required to work cooperatively in the service of the Church. The work of all departments is operationally coordinated by the Chief Operating Officer.

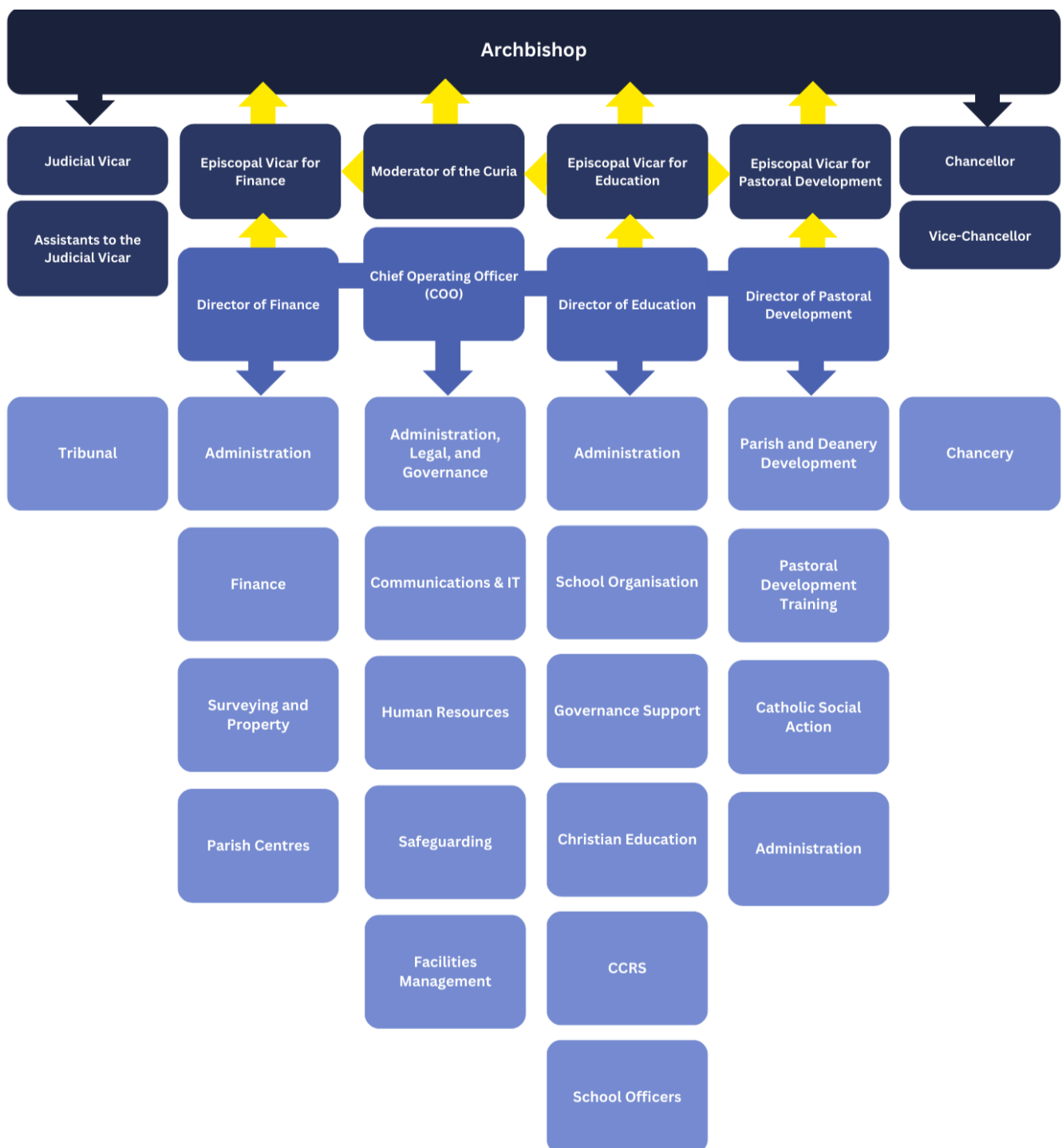
Episcopal Vicars provide ecclesiological and mission oversight of each department. They also provide a mechanism of accountability to the Trustees for officer performance against agreed plans and targets.

The current departmental structure is shown on the next page.





Departmental Structure



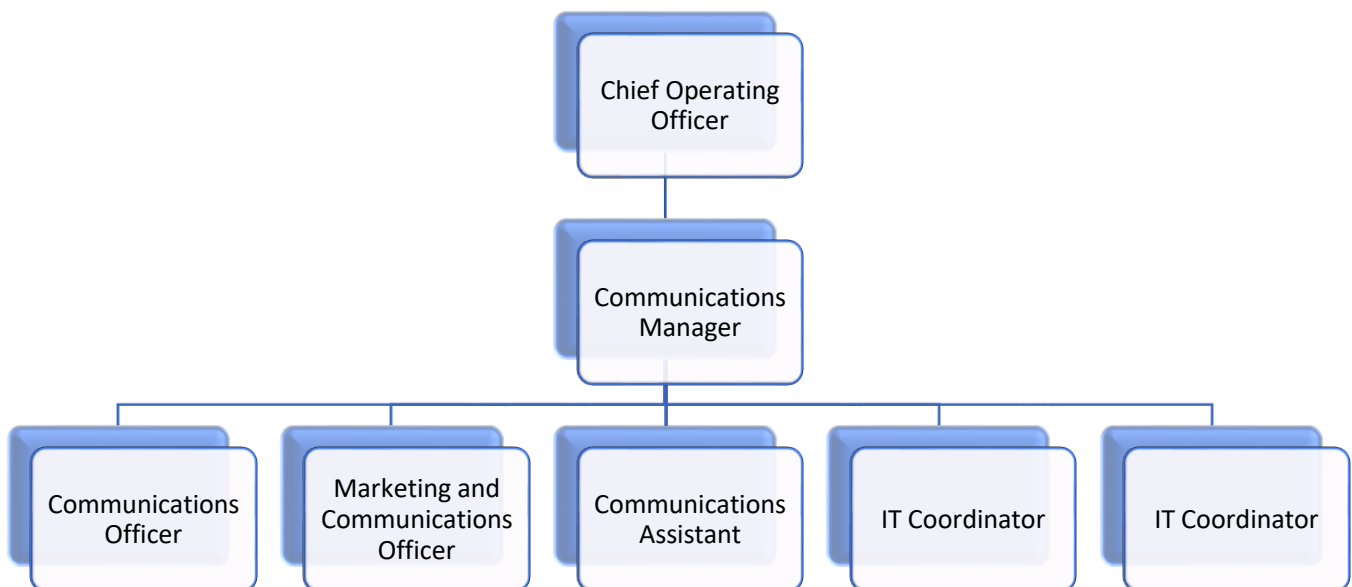


Communications and IT Team

The Communications & IT team is situated within the Chief Operating Officer's (COO) department. The COO Department provides cross cutting functions which support the wider operations of the Archdiocese. These include HR, safeguarding, governance and legal services.

The team exists to share the good news of the archdiocese both externally and internally with our parishes, clergy, schools, stakeholders and officers.

The Communications & IT team is has a particular focus on developing the digital footprint of the archdiocese to engage further with the next generation, so it is an exciting time to be joining. Key priorities of the roles will be growing and developing our existing platforms including our website and social media channels as well as supporting the Archbishop, our parishes, clergy and other departments with any communication needs.





About the Role

Marketing and Communications Officer

We have an exciting opportunity for a Marketing and Communications professional to join our team and support both the Metropolitan Cathedral of Christ the King and the wider archdiocese in developing engaging communications and marketing our events and initiatives. It is an exciting time for the Cathedral as our retail and hospitality outlets are redeveloped.

Based within the Communications and IT Team within the Chief Operating Officer's Department you will support the sharing of the good news of the archdiocese both internally and externally within our parishes, with clergy, schools, officers and stakeholders.

As a team we are focussed on growing and developing our existing platforms including our websites and social media channels, as well as supporting the Archbishop, our parishes, clergy and other departments with communication and marketing needs.

This role will also lead on supporting the archdiocese in telling the story of the Cathedral, past, present and future and helping build the vision of the new Visitor Centre.

We are seeking an experienced professional who can help us translate our vision and engage with our communities and visitors to our city.

The successful post-holder will work between St Margaret Clitherow Centre and the Cathedral (2 days per week), with travel across the Archdiocese as required.

Applicants are encouraged to visit our Cathedral before applying. Opening times – daily 7.30am to 6pm.

To thrive in this role you would need to be comfortable networking with a wide range of groups and individuals with differing levels of knowledge and experience. You will be a confident and skilled communicator who can develop creative plans to support our organisation.

Terms and Conditions

Contract and Salary

This role is permanent and full-time with a salary of £31,000pa.

Location

Base office will be Saint Margaret Clitherow Centre. Croxteth Drive, Liverpool, L17 1AA and there will be a regular requirement to attend meetings and events across the Archdiocese.

Working Hours

Contracted hours are 35 per week with flexible working hours available.

Annual leave

33 days which includes eight bank/public holidays plus 5 gifted days during Christmas and Easter closedown. There is the option to purchase additional annual leave.

Pension

Employees will be enrolled into the People's Pension Scheme with a contribution rate of 4% and 4% 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

Application for these roles is by way of:

An [application form](http://www.liverpoolcatholic.org.uk/careers), which can be downloaded from: <http://www.liverpoolcatholic.org.uk/careers>

This should include details of two referees who can be contacted if you are shortlisted for an interview.

A [supporting statement](#) of no more than two A4 pages (font size 11 minimum) which outlines:

- Why you are a suitable candidate for the post,
- Your motivations for applying,
- The aspects of the job description which particularly attract you to the post.

These documents should be returned by email to hrrecruitment@rcaol.org.uk.

The closing date for applications is noon on Tuesday 7 May 2024.

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

T: 0151 522 1000 | **E:** hrrecruitment@rcaol.org.uk

W: www.liverpoolcatholic.org.uk