

Diocese Recruitment Pack

Buildings Project Manager



Diocese of
Liverpool

Bigger Church, Bigger Difference

Contents

Welcome	3
Who We Are	4
Our Diocese	5
Our Vision	6
Our Strategy - Fit For Mission	7
Our Strategy - Diocesan Investment Programme	8
How We Value You	9
Our Benefits	10
The Role	11
How To Apply	16
Contact Us	17

Welcome



Dear Applicant,

Thank you for your interest in a position with the Diocese of Liverpool, and for considering us as the next step in your career. We serve a vibrant and diverse diocese, working in partnership with a wide range of worshipping communities, churches, schools, charities and other organisations across the region.

This is an exciting time to join our team as we continue our transformational journey of change – aimed at enabling our churches to grow and become younger and more diverse. Our Fit for Mission programme is at the heart of this approach, helping churches to flourish, develop new leaders, and expand their work with children and young people, with social justice at the heart of our mission.

As an employer, we offer flexible and hybrid working, a strong sense of community, and opportunities to develop your skills in a collaborative environment where we hope you will feel valued, supported and empowered to grow.

We are looking for people whose values resonate with our ethos and who are excited to help shape the future of the Diocese of Liverpool.

If you want to be part of a team striving to make a lasting impact on the communities we serve, then we would love to hear from you.

Yours faithfully,

Diocesan Secretary
Diocese of Liverpool



Who we are

The Diocese of Liverpool is one of 42 dioceses that make up the Church of England, sitting within the Province of York under the guidance of the Archbishop of York.

Our diocese spans far beyond the heart of Liverpool, from the coastal town of Southport to the industrial heritage of Widnes, from the communities of North Warrington to the borough of Wigan, we serve a wide and dynamic region. Our operational base is St James' House, situated next to the breath-taking Liverpool Cathedral - the mother church of our diocese and an iconic landmark of faith and culture.



Our Diocese

Our diocese is led by the interim Bishop of Liverpool and the Bishop of Warrington, supported by three Archdeacons of Liverpool, Knowsley & Sefton, and St Helens & Warrington. These archdeaconries are made up of 14 deaneries, which include:

- 160 parishes, each with its own unique character and mission
- 275 dedicated members of clergy
- 275 licensed readers actively engaged in ministry
- 100 retired clergy still making a meaningful impact
- 50,000 committed church members
- 120 church schools educating and nurturing faith
- 30,000 children receiving their education in a church school setting

The Diocese of Liverpool's mother church is the Liverpool Cathedral which is the biggest cathedral in the UK and also one of the biggest in the world!

Our administrative centre is Saint James House where you would primarily be based in this role and where majority of our staff are based.

Our Vision

Our diocesan vision is simple. We are asking God for a bigger church which will allow us to make a bigger difference with more people knowing Jesus and more justice in the world.

Our first ever Bishop of Liverpool, J.C Ryle, wanted every person, lay or ordained to become 'active agents' of the church. That belief has shaped our mission since the 1800s and remains at the heart of what we do today. We are committed to ensuring that everyone in our diocese is equipped and empowered to live out their faith in meaningful ways.

We have developed a bold and ambitious plan to help every part of our diocese step forward in mission. We want to see parishes working together to build a church that is younger, more diverse, and deeply rooted in its communities - a confident Christian presence in every area we serve.

To help our parishes, schools and chaplaincies flourish and fully embrace this vision, we are prioritising:



This is an exciting time to be part of the Diocese of Liverpool as we continue on this transformative journey together.

Our Strategy - Fit for Mission

At the heart of our diocesan strategy is Fit for Mission, a transformative programme designed to remove barriers to growth and equip our churches to flourish. This initiative supports every deanery in the Diocese of Liverpool to shape its own future - strengthening mission, deepening discipleship, and ensuring sustainability.

Through Fit for Mission, we are investing in six key areas, providing expert support and specialist resources to empower our churches to:

- Deliver best-practice missional ministry through collaborative team working with a group of other churches
- Multiply the number and type of church communities, so that many more people can know Jesus
- Deliver sustainable buildings to meet and worship in
- Give good support and accountability to lay and clergy leaders
- Streamline parish bureaucracy through forming larger parishes
- Make admin and compliance easier through Resource Hubs in each larger parish

Fit for Mission is about renewal, opportunity, and a bold step into the future. Together, we are building a Church that is equipped, empowered, and ready to make a lasting impact.

For more information, visit www.liverpoolcofe.org/fitformission.

Our Strategy - Diocesan Investment Programme

Building on our Fit For Mission programme, we are working towards a new investment from the Church of England to enable us to expand delivery in:

- 1 Mission** – Expanding our work with children and young people, championing social and racial justice, revitalising churches, and establishing new worshipping communities.
- 2 People** – Deepening discipleship, creating clear vocational pathways through 'Lifecall', and offering accessible training and development for both lay and ordained ministry.
- 3 Financial Sustainability** – Encouraging generosity as a core part of discipleship, providing expert guidance on maximising church buildings and assets, and offering grants to support mission and long-term growth.

This is a moment of opportunity - a time to step forward with faith, ambition, and commitment. Together, we are shaping a thriving future for the Church in Liverpool and beyond.



How we value you

The Diocese of Liverpool is a special place to work, and we're committed to valuing our people to ensure that you are supported to develop and succeed.

What it's like to work here:

- We have a positive working environment with a family friendly approach, offering flexi time and hybrid working for all roles.
- We are actively seeking to be a more diverse and fully inclusive workplace, focussing on developing community through informal groups and activities. We have staff resource groups for people identifying as LGBTQIA+ and from UKME.
- Working in a smaller organisation like ours gives you many opportunities to develop through gaining wider experience working with multiple small teams. We actively encourage early career employees to expand their range of experience and skills and we look forward to helping you to develop.
- With open plan working and shared activities you will quickly get to know everybody here whilst forming key, strong relationships in a small team.



Our benefits

We want you to feel valued and appreciated for the contribution you will make to ensuring our churches, schools and chaplaincies can make a significant difference for good in the lives and communities of our region. That is why we offer you the following benefits:

- Non-contributory pension scheme, worth up to 14.5%. There is the opportunity for employees to make additional voluntary contributions, where the first 3% will be matched by the employer
- 25 days leave per year (excluding bank holidays) with up to 3 days additional leave per year over the Christmas period
- Employee Assistance Programme (free 24 hour confidential helpline to support staff wellbeing (including counselling))
- Hybrid/flexible working
- Generous sick pay scheme
- Free city centre parking available 7 days per week
- Free tea and coffee provided
- Staff discount - Welsford Bistro
- Staff discount - Cathedral shop
- Exclusive invitations and previews to Cathedral events and exhibitions
- Staff discount on Liverpool City Council Lifestyles gym membership

The Role

Role Title: Buildings Project Manager

Reporting to: Head of Buildings Project Management

Salary: £42,000 per annum

Hours: 35 Hours full-time preferred but will consider 28 hours (pro-rata salary)

Location: Based in St James' House, Liverpool but required to work across the Diocese.

Role Summary:

We are seeking an experienced Project Manager with extensive buildings experience, to support the Diocese of Liverpool and its parishes in implementing the Right Buildings plan in each deanery, ensuring that buildings are fit for purpose and create opportunities for mission and outreach.

This role is about more than bricks and mortar—it's about enabling mission and ministry in grassroots communities. This will involve the full project management lifecycle from planning to delivery and handover of projects. Working in collaboration with the parishes to implement schemes that maximise the mission and ministry use of buildings and the shared use / repurposing of others.

The main focus will be on managing refurbishment projects ranging from kitchen replacements to larger scale extensions £100k-£1m. The successful candidate will also provide project management support/oversight to the wider team progressing disposals and other workstreams.

In order to deliver successfully, you will apply proven project management principles to ensure clear planning, effective execution and rigorous monitoring of outcomes. You will listen carefully to local voices, integrating feedback into practical solutions aligned to agreed objectives. You will build

The Role

Role Summary (continued):

and nurture strong relationships with key stakeholders, partners and suppliers, which will be critical to enabling timely, efficient and value-for-money solutions.

This is a demanding role, requiring a balance of interpersonal skill and technical expertise, but for the right person it offers the opportunity to apply best-practice project management to help transform our buildings into sustainable assets, to support mission and ministry, making our buildings fit for purpose for the future.

Context:

The Diocese of Liverpool has embarked on a six-year Strategic Transformation Programme, in partnership with the Church Commissioners, to deliver a clear, shared vision for mission, growth and a sustainable future. This aligns with the Church of England's commitment to making its buildings more accessible and valuable to local communities.

Main Purpose:

This role demands energy, expertise and clarity to deliver the approved deanery plans for churches and church halls. The main purpose of the role:

1. Delivery of refurbishment projects and project management support for progressing disposal and other workstreams for churches and church halls within the Diocese of Liverpool
2. Develop, nurture and manage relationships with key stakeholders to enable the above.

The Role

Duties and Key Responsibilities:

- Develop clear project plans, defining scope, objectives, milestones and success measures
- Delivery oversight of practical and timely solutions that meet local needs and priorities
- Manage risks and progress issues proactively to ensure controlled delivery within agreed timescales
- Stakeholder Management & Engagement - Engage with local teams to listen to and capture ideas for each building that requires refurbishment work. Working with parish leadership teams to shape and agree projects
- Build and nurture relationship with key stakeholders and suppliers
- Enable open and transparent communication, managing expectations and securing commitment to outcomes
- Negotiation with and management of supplier contracts to deliver value for money
- Gain all necessary approvals
- Track delivery against agreed plans, providing accurate progress updates internally and to key stakeholders
- Ensure lessons learned are captured and applied across future projects.

Person Specification

Person Specification - Essential Requirements:

Experience and Qualifications:

- Proven project management experience, particularly in property, asset development, or ideally within complex or multi-stakeholder environments
- Relevant degree and professional qualification
- Experience of working with multiple stakeholders, including public bodies, contractors, and internal teams
- A track record of developing and delivering projects through calm, persistent engagement
- Ability to nurture creative partnerships and relationships with community and statutory groups
- Emotionally intelligent and self-aware, independent self-starter who takes responsibility to ensure tasks are completed
- The ability to manage and interpret complex information resulting in sound, professional proposals
- Excellent time management and IT skills

Knowledge and skills:

- In-depth knowledge of project management methodologies and tool sets
- Strong understanding of the challenges and complexities of managing land and property
- Familiarity with building refurbishment projects, ideally within a heritage or ecclesiastical context
- Understanding of risk management and sustainability in building use
- Skilled in contract preparation and negotiation
- Knowledge of Faculty approval processes or willingness to learn.

Person Specification

Personal Attributes:

- Excellent communicator and negotiator, able to build strong relationships with diverse stakeholders
- Process-driven with strong organisational and planning skills
- Resilient and tenacious, able to manage complex projects and overcome challenges
- Dynamic and proactive, with a strong sense of initiative and ownership.

Other Requirements

- Willingness and ability to travel across the Diocese as required.
- Commitment to the values and mission of the Diocese of Liverpool.
- Ability to work flexibly, including occasional evenings or weekends if necessary.
- The post holder must be in sympathy with the aims and ethos of the Church of England. The post holder must also fully support the Values of the Diocese of Liverpool.

Desirable requirements:

- Experience in developing and overseeing successful large scale/heritage projects.
- Professional project management qualification (e.g. APM, PRINCE 2, MSP)
- Experience of managing project teams
- Experience of belonging to a faith community
- Experience of working within a faith-based or charitable organisation.

Person Specification

Desirable requirements (cont):

- Experience of working in a Church context.
- Experience of the legal complexities of managing Church buildings
- Knowledge and appreciation of heritage issues
- Knowledge of the structures and organisation of the Church of England
- Understanding of the Church of England's structure, governance, and approval processes (e.g., PCCs, DAC, Faculty system)
- Knowledge of community engagement and developing buildings as community hubs
- Proficiency in using project management tools and software
- Experience in training or mentoring junior staff or colleagues

How to apply

- ✓ Read through the helpful information on our website regarding the position and follow the link to Church Pathways to proceed with your application.
- ✓ For further support and/or questions, email **HR@liverpool.anglican.org**
- ✓ Applications are assessed based on the Person Specification - use concrete examples to help give yourself the best possible chance.

Recruitment Timeline:

- > **Applications Open: 16th December 2025**
- > **Applications Close: 7th January 2026**
- > **Shortlisting Date: 8th January 2026**
- > **Interview Date: 14th January 2026**

If you would like an informal chat about the role or have any questions, please don't hesitate to get in touch via **HR@liverpool.anglican.org**

The Diocese of Liverpool are committed to safeguarding and promoting equality, we are committed to equality of opportunity, to be fair and inclusive, and to being a place where all belong. We encourage applications from candidates who are likely to be unrepresented in our workforce. These include people from Black, Asian and ethnic minority backgrounds, disabled people and LGBTQI+ backgrounds.

Get in touch

The Diocese of Liverpool is here to help with any questions or enquiries you may have about the role

Contact: **HR@liverpool.anglican.org**

Website: **liverpoolcofe.org**

Address: **St James' House, 20 St James' Road, Liverpool, L1 7BY**



Bigger Church, Bigger Difference