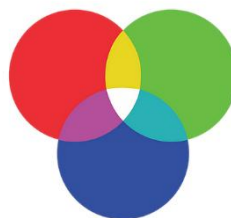


Workplace Support Worker (Visual Impairment)



St Luke in the City Team

Role Description and Person Specification

part of the Hope Parish
Liverpool Programme

Overview

- **Hours:** 25 hours per week
- **Term:** to be reviewed after 2 years
- **Salary:** £13.00 – £14.00 per hour (depending on experience)
- **Hours of work:** To be mutually agreed, but will include some flexibility plus occasional evening and weekend work
- **Location:** Local base available, currently at the Hope Parish Office, St Bride's Church, Percy Street, Liverpool, L8 7LT. Some travel within the parish and external locations required.
- **Accountable to:** Team Rector of St Luke in the City (Also Change Leader for the Hope Parish Liverpool Programme)
- **Holiday:** 25 days per year + bank holidays + 3 additional days over Christmas (pro rata)
- **Other benefits:** Nest pension



Introduction

The Diocese of Liverpool is currently undertaking a Strategic Transformation Programme, encouraging growth and long-term sustainability. Hope Parish Liverpool, is a newly envisaged parish which will be formed from six single parishes within Toxteth and Wavertree. The churches involved are mid-way through the transition period to create this change. For more information please see <https://hopeparishliverpool.org/>

The Team Rector of the St Luke in the City team is also the Change Lead for the Hope Parish Liverpool Programme. To support this work, the Team Rector, who is totally blind, requires a dedicated Workplace Support Worker.

This role is crucial in enabling the Team Rector to fulfil their duties effectively and independently: removing barriers in the workplace such as being in unfamiliar locations; accessing visual material which is not accessible; and ensuring full and accessible participation in all aspects of parish and wider diocesan life. The ideal candidate will provide both administrative and practical support to the work of the Team Rector.

Purpose of the Role

The purpose of this role is to provide flexible, on-the-job assistance to the Team Rector (and Change Lead) of the Hope Parish Liverpool programme, serving Toxteth, Wavertree, and the Dingle, enabling them to carry out their responsibilities in ministry, administration leadership, and public engagement.

Key Responsibilities

- Acting as a sighted guide in unfamiliar or complex environments (e.g., meetings, events.)
- Facilitating travelling between offices.

- Support with accessing inaccessible written materials – including reading hard-copy documents, handwritten notes, and inaccessible electronic documentation and material.
- Note-taking during meetings.
- Assisting with technology gaps where software is not compatible with screen reading technology.
- Supporting with presentations, visual materials, or data entry tasks that cannot be easily accessed independently.
- Accompanying the Rector to off-site meetings, conferences, or visits as required.
- Working flexibly in line with the Rector’s schedule, including occasional evening and weekend commitments.

Person Specification

Essential Requirements

- Strong communication and organisational skills.
- Professionalism, discretion, and strict confidentiality (the work will involve sensitive information).
- A high level of written English.
- Ability to quickly understand instructions and act as an “extra pair of eyes” without overstepping. Experience in administration tasks such as writing emails, minute taking, document review, proofreading.
- Comfortable with the Microsoft suite of applications (particularly SharePoint and excel).
- Sensitivity to boundaries – enabling independence rather than doing tasks unnecessarily.
- A clean driver’s license, access to a vehicle that can be used during work hours and car insurance to include business use (you can arrange this after successful appointment before starting the role)

Desirable Requirements

- Some awareness of assistive technology (screen readers, Braille displays, accessibility features in MS Office, Teams, Zoom, and knowledge of Apple’s operating system.
- Working knowledge of the Church of England and its structures.

Personal Attributes

- Reliable and self-motivated with a proactive approach.
- Calm, professional, and adaptable under pressure.
- Warm, approachable, and service-oriented.
- Willingness to learn and develop in the role.

Recruitment Timeline

- **Posting Date:** 16th December 2025
- **Closing Date:** 9th January 2025
- **Interview Date:** to be confirmed
- **Start Date:** Immediate start possible after employment checks and DBS complete

Applications: Please send a CV (including details of two referees) and cover letter to gabrielle.redmond@hopeparishliverpool.org References will be taken up for the successful candidate to confirm the appointment. The postholder will be required to provide details for an enhanced DBS check and complete basic safeguarding training before beginning the role (this training is online and access will be provided to the successful candidate).

The post holder must be in sympathy with the aims and ethos of the Church of England.