

# Job Opportunity

## Post: Partnership Coordinator

### Introduction

CMSI is seeking to appoint a full-time **Partnership Coordinator** who will work as part of our mission resource team, that seeks to effectively support and develop partnerships in mission between the Church in Ireland and CMS Ireland's Global Partners in DR Congo, Province of Alexandria (Egypt) and South Sudan.

The role of Partnership Coordinator provides an exciting opportunity for a committed, motivated and resourceful individual to play a key role in helping the Church engage more actively in holistic mission.

The person appointed will be an effective communicator, with experience of global mission and an understanding that mutual flourishing happens when mission is practiced in genuine partnership.

Reporting directly to the Mission Director, they will be part of an enthusiastic and talented staff team. This post will be based out of Belfast. (*The successful candidate may reside in the Republic of Ireland but will fall under UK tax provision*). The job description for this post outlines the key tasks and responsibilities of the role and the terms and conditions related to the appointment.

### Application Process

To apply for this post, please submit:

- **A brief CV**, summarising your work experience, education and key skills and listing three referees, one of which should be from your church leader and one from your current/most recent employer.
- **A supporting statement** outlining how you think you meet the selection criteria listed overleaf. The statement should be **no more than 750 words** and should draw attention to experience, skills and achievements that are relevant to this post and have been gained in past employment and/or unpaid activities.

CMS Ireland reserves the right to request that the successful applicant obtains a medical.

CMS Ireland is only able to offer employment to candidates who have the legal right to work in the UK.

The successful applicant will undergo an Enhanced Access NI or Garda Síochána check.

The CV and supporting statement, should be submitted via email or hard copy to **Gillian Maganda** (Personnel Manager) by **12 noon on Friday 25<sup>th</sup> September 2026**.

**E: [personnel@cmsireland.org](mailto:personnel@cmsireland.org)**  
**T: 00 44 28 90775020**

**CMS Ireland**  
**Sir Thomas & Lady Dixon Park**  
**245a Upper Malone Road**  
**Belfast**  
**BT17 9LA**

Short listing will take place soon after the closing date, with interviews due to take place during the week commencing: **Monday 12<sup>th</sup> October 2026**

## Person Specification

### Partnership Coordinator

| Attributes                   | Criteria                                                                                                                                                                                                                                                                                  | Essential/<br>Desirable |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Education/<br>Qualifications | 1. Third level qualification or relevant skills and experience.                                                                                                                                                                                                                           | Essential               |
|                              | 2. A qualification and/or training in a relevant field (Theology of Mission, International Development)                                                                                                                                                                                   | Desirable               |
| Knowledge                    | 3. A good understanding of the Church of Ireland and the wider church in Ireland.                                                                                                                                                                                                         | Essential               |
|                              | 4. A good understanding of holistic or integral mission in the global context.                                                                                                                                                                                                            | Essential               |
|                              | 5. Be conversant with the values, ethos and work of CMS Ireland.                                                                                                                                                                                                                          | Desirable               |
|                              | 6. An understanding of the Anglican Communion worldwide.                                                                                                                                                                                                                                  | Desirable               |
| Experience                   | 7. At least two years' experience of team working                                                                                                                                                                                                                                         | Essential               |
|                              | 8. Have experience of teaching and preaching in a variety of contexts.                                                                                                                                                                                                                    | Essential               |
|                              | 9. Have experience of facilitating groups.                                                                                                                                                                                                                                                | Essential               |
|                              | 10. Have experience of working or volunteering with the world church.                                                                                                                                                                                                                     | Essential               |
|                              | 11. An understanding of organisational finance and managing budgets.                                                                                                                                                                                                                      | Desirable               |
|                              | 12. Experience of working in the charitable sector.                                                                                                                                                                                                                                       | Desirable               |
| Skills                       | 13. Have excellent leadership skills.                                                                                                                                                                                                                                                     | Essential               |
|                              | 14. Possess excellent written and verbal communication and presentation skills.                                                                                                                                                                                                           | Essential               |
|                              | 15. Excellent interpersonal skills – with an ability to relate well with others in a variety of contexts/cultures.                                                                                                                                                                        | Essential               |
|                              | 16. The ability to think and plan strategically.                                                                                                                                                                                                                                          | Essential               |
|                              | 17. Excellent administrative competence including a good level of computer literacy and working knowledge of Microsoft Office 365.                                                                                                                                                        | Essential               |
|                              | 18. Able to work on own initiative and manage a demanding workload.                                                                                                                                                                                                                       | Essential               |
|                              | 19. The ability to provide written, video and other visual content for CMSI's social media platforms.                                                                                                                                                                                     | Desirable               |
| Personal<br>Qualities        | 20. Be a committed Christian* with a passion for mission with the church in Ireland and throughout the world.<br><i>*There is a Genuine Occupational Requirement for this post to be filled by a committed Christian. This is a lawful GOR under Schedule 9 of the Equality Act 2010.</i> | Essential               |
|                              | 21. A person of integrity and vision.                                                                                                                                                                                                                                                     | Essential               |
|                              | 22. Sensitive to differences in culture and expressions of faith.                                                                                                                                                                                                                         | Desirable               |
|                              | 23. Flexibility – prepared to work flexible hours, including evenings and weekends.                                                                                                                                                                                                       | Essential               |
|                              | 24. Willingness to travel throughout the island of Ireland and internationally. A full driving licence with access to a reliable car will be needed for the role.                                                                                                                         | Essential               |

## Job Description

**Post:** Partnership Coordinator

**Responsible to:** Mission Director

### Introduction

God's mission mandate calls us to play our part; to restore, to redeem and to transform. Our vision is to see God's mission come to fruition. We hope that all God's people will claim this mission for themselves and practice it wherever they are placed. We make connections between different parts of God's global family, and we equip churches and individuals as they work together to share God's transforming love.

The staff team, alongside our volunteers, are involved in a range of activities across the following areas:

- Facilitating and nurturing partnership links between churches in Ireland and our global partners.
- Supporting people in mission in local contexts.
- Sending and receiving individuals on mission placements that support the local church.
- Inspiring and equipping individuals and churches in Ireland to engage more deeply in mission.
- Providing support for the work of our global partners – through prayer, personnel, friendship and finance.

### Purpose of the job

The **Partnership Coordinator** works as part of the mission resource team that seeks to effectively facilitate and nurture two-way partnership links between churches in Ireland and CMSI's Global Partners. Within the context of these relationships, the Partnership Coordinators help secure prayerful and financial support for Global Partner Programmes, Mission Personnel and CMSI.

### Main Responsibilities

#### Relationship Management & Partnership Support

- Facilitate relationships between a set of Global Partners (Province of Alexandria, DR Congo and South Sudan) and associated Link Parishes to ensure healthy, active partnerships.
- Engage church leaders and mission groups for transformational missional relationships through meetings, events, and tailored Partnership Plans.
- Monitor and review Link Parishes and respond to requests for new links.
- Organise and host occasional events (including focus events) to nurture interest in and support for partners, countries and issues.
- Visit Global Partners periodically to nurture relationships and explore opportunities.
- Initiate and plan visits to Ireland by individuals and teams from Global Partners.
- Work with the Personnel Manager to identify, train, and support opportunities for individuals and teams to serve with Global Partners.
- Work within the Mission Resource Team to increase engagement with Partner Linked and Mission Linked Parishes across Ireland.
- Collect regular stories, updates, and prayer requests from Global Partners and Link Parishes, to contribute to the CMSI mission engagement strategy.
- Work with the other Partnership Coordinator to manage financial support for all our Global Partner programmes, including the coordination of funding agreements with partners, applications to suitable funding bodies and appropriate follow-up.
- Review and maintain Global Partner agreements – renewing them every three years.
- Take on other work as periodically assigned by the Mission Director

## Terms and Conditions

- **Place of Work:** Belfast Office
- **Hours of Work:** 37.5 hours a week
  - This remote-flexible role requires Belfast office attendance 3 days a week for Northern Ireland residents or 2 days a month for Republic of Ireland residents. It offers flexible hours (including evenings/weekends as needed) with TOIL as outlined in the Staff Handbook.
- **Salary:** the salary for this role is: **£33,636**, paid monthly in arrears
- **Duration:** the post is a permanent post, subject to a **six-month** probationary period.
- **Pension:** a non-contributory pension scheme is in operation. The employer contribution is currently 8%.
- **Other Benefits:** a Life Assurance Scheme is in place for all CMSI staff.
- **Expenses:** travel and other expenses incurred in carrying out the duties of the post will be paid at the rates laid down.
- **Annual Leave:** the leave year runs from 1<sup>st</sup> November to 31<sup>st</sup> October and the annual leave entitlement for the post-holder is **26** plus **9** statutory days. *(23 days + 3 additional days during Christmas week).*

Please note: The person appointed to the role, will be police checked through Access NI or the Garda Síochána National Vetting Bureau.

[Access NI Privacy Policy \(external site\)](#); [Information on Garda Vetting \(external site\)](#)

# Introducing CMS Ireland

## Who we are

CMSI (Church Mission Society Ireland) is a Christian mission organisation that exists to help God's people engage in God's mission. We make connections between different parts of God's global family, and we equip churches and individuals as they work together to share God's transforming love.

CMSI is part of the global CMS family, which was established in 1799 with a threefold focus:

- the abolition of the slave trade
- social reform at home
- world evangelisation

CMSI's own story started in 1814, with the formation of the Hibernian Church Missionary Society. Since then, we've worked with the Church - in Ireland and across the world - as it responds to both spiritual and physical needs.

Our history, identity and most of our work is associated with the Anglican Communion, but we work across denominations to equip the Church in mission.

## How we work

CMSI's work is shaped by our commitment to a number of **guiding principles...**

- **Relationships:** valuing people and prioritising personal connections in all that we do. Recognising the value of face-to-face encounters.
- **Partnership within God's global family:** striving for two-way exchange - giving and receiving; promoting interconnectedness and interdependence.
- **Respecting and responding to our global partners:** prioritising those things that matter most to our partners. Recognising our partners' expertise and authority. Listening to one another and sharing ideas together.
- **Long-term faithfulness to our global partners:** standing with our partners in hard places, through difficult times. Sharing their joys and sorrows. Journeying together.
- **Serving the whole Church as it engages in mission:** inspiring, equipping and facilitating God's people, as the body of Christ, to fulfil their mission calling; working across Ireland and with our global partners.
- **Working with the local church, wherever that may be:** championing local expressions of mission; encouraging churches in Ireland and our global partners to help one another live out God's transforming love in their own communities.
- **A holistic approach to mission:** embracing biblical principles and following Christ's example in bringing life in all its fulness. Promoting and practicing mission that is integral in nature: both spiritual and physical; both evangelism and social justice; both proclamation and demonstration.

## Our Strategic Priorities

CMSI is currently part-way through a five-year strategic plan under the title: **connect, equip, transform**. The various aims and objectives that make up this plan support the following five priority areas:

**Priority 1** Communicate effectively CMSI's central tenet of God's transforming love and inspire others to share in this vision of mission.

**Priority 2** Support the Church ministering in challenging contexts.

**Priority 3** Grow a more diversified and enriching CMSI family.

**Priority 4** Engage more deeply and widely with churches across our island.

**Priority 5** Secure a sustainable future by adapting operations and structures.

## Our Global Partners

CMSI currently works in relationship with 22 **global partners** in 11 places. These are dioceses, churches and Christian organisations that are engaged in holistic mission within their own context.

Our relationships with these global partners provide the context for all of work, whether it's sending teams, organising mission placements for individuals, facilitating visits to Ireland from the global church, sharing stories of God at work or producing resources to help inspire and equip churches.

| Area                                                                                                                                          | Global Partner                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Alexandria<br>(a Province of the Anglican Church that was formerly known as 'The Diocese of Egypt, with North Africa and the Horn of Africa') | Province of Alexandria                           |
| Burundi                                                                                                                                       | Diocese of Matana                                |
|                                                                                                                                               | Diocese of Gitega                                |
| Democratic Republic of Congo                                                                                                                  | Diocese of North Kivu                            |
|                                                                                                                                               | Diocese of Kindu                                 |
|                                                                                                                                               | Diocese of Bukavu (with Goma)                    |
| Ireland                                                                                                                                       | All Nations Ministries (based in Belfast)        |
| Kenya                                                                                                                                         | Diocese of Kajiado ( <i>friendship</i> )         |
|                                                                                                                                               | Tujisaidie Self-Help Group, Nairobi              |
| Nepal                                                                                                                                         | Human Development & Community Services (HDCS)    |
|                                                                                                                                               | Sundar Dhoka Church                              |
| Rwanda                                                                                                                                        | Diocese of Shyogwe                               |
|                                                                                                                                               | Diocese of Kibungo                               |
| South Sudan                                                                                                                                   | Diocese of Ibba                                  |
|                                                                                                                                               | Diocese of Maridi                                |
|                                                                                                                                               | Diocese of Olo                                   |
|                                                                                                                                               | Diocese of Yei                                   |
|                                                                                                                                               | Diocese of Ezo                                   |
| Tanzania                                                                                                                                      | Diocese of Kondoa                                |
| Uganda                                                                                                                                        | Diocese of Luweero ( <i>friendship</i> )         |
|                                                                                                                                               | Diocese of Madi-West Nile                        |
| Zambia                                                                                                                                        | Diocese of Northern Zambia ( <i>friendship</i> ) |

# CMSI Statement of Faith

## What we believe...

### ..about God

- We believe that God is the creator of the universe, of our world and of humankind – whom he made in his image
- We believe that the Bible reveals God as triune: the Father, the Son and the Holy Spirit
- We believe that we are loved unconditionally by our Father God, who adopts us into his family and invites us to participate in his work of mission
- We believe that Jesus – the word made flesh – is the Messiah, promised to God’s people throughout scripture. Through his death on the cross, Jesus took upon himself the sin of the world, bearing the full penalty for sin. By faith in Christ and by his grace, our relationship with God is restored and we find salvation
- We believe that through his life, death and resurrection, Jesus reveals God’s transforming love and power and shows us how to live within the Kingdom of God
- We believe that the same Holy Spirit who empowered Jesus’ ministry is at work today, empowering and equipping God’s people

### ..about the Bible

- We believe and submit to the Bible as the inspired and authoritative word of God
- We believe that the Bible reveals God’s character, his purposes and his heart for justice, redemption and for the restoration and renewal of humanity and all of creation

### ..about the Church

- We believe that Christians, God’s people, have been adopted into a global family that is the worldwide church. Christ is the head of this Church
- We believe that the Church has been called to love God and to love others. Worship, mission and discipleship are the inseparable priorities of the Church

### ..about Mission

- We believe that mission is the shared responsibility of the whole church – every disciple, every community of faith
- We believe that God’s mission is concerned with making disciples, with proclaiming and extending the Kingdom of God, with sharing God’s transforming love and grace with the world
- We believe that God’s mission, as revealed in the Bible, is holistic in nature – concerned with both proclamation *and* demonstration, both spiritual *and* physical

As an organisation whose roots and identity are strongly embedded in the Anglican Church, CMSI seeks to uphold and champion the **Five Marks of Mission** of the Anglican Communion:

- To proclaim the good news of the kingdom
- To teach, baptise and nurture new believers
- To respond to human need by loving service
- To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
- To strive to safeguard the integrity of creation, and sustain and renew the life of the earth

In CMSI, our primary calling is to equip the church in mission: we work with churches in Ireland and with our global partners to help God’s people engage in God’s mission. We recognise and embrace the diversity that exists throughout God’s worldwide church, and we seek to walk in patient, respectful partnership with those who share our core beliefs, as outlined above.