



**Job Information Pack**  
**Church and Community Partnerships Lead**  
**(Full Time, permanent)**

## OVERVIEW

The Leprosy Mission Northern Ireland (TLM NI) is a Christian development organisation that works to cure, care for and restore persons, families and communities affected by leprosy. As part of a global organisation we work in 27 countries worldwide. Our vision is a world where leprosy is defeated, and lives are transformed.

We work with people of all faiths and none to bring about the defeat of leprosy and transformation in the lives of people affected, partnering with the local Christian church and other stakeholders such as our valued supporters and local, national and international governments. Most importantly, we work with people and communities affected by leprosy, giving them a voice so that what we do is always led by them. Leprosy can affect anyone regardless of age, gender, nationality, class or religion. However, its severest impact is on people who are marginalised or living in poverty, and it is these people, often stigmatized and left dealing with disability, that we most seek to serve.

As a non-denominational, Christian organisation, The Leprosy Mission (TLM) is committed to following the example of Jesus Christ in all that we do. To bring about transformation, TLM strives to break the chains of leprosy, empowering people to attain healing, dignity and life in all its fullness. Following Jesus Christ, our values of Compassion, Justice, Integrity, Inclusion, Humility and Collaboration underpin everything we do.

Every 2 minutes someone is diagnosed with leprosy and many go undiagnosed every year. Globally, around 7.5% of people diagnosed with leprosy are children under the age of 15. Leprosy is not simply an affliction from olden times; it is a 21<sup>st</sup> century disease, devastating the lives of people across the globe. It is an injustice. We seek to do everything we can so that children can be born into a world without being at risk of leprosy because it is no longer being transmitted; anybody affected by leprosy can enjoy fullness of life; and there is inclusion, and not discrimination, for people affected by leprosy.

In Northern Ireland we seek to raise awareness and engage people to help resource and support the work in leprosy affected countries. Through prayer, financial giving, awareness raising and volunteering, people from Northern Ireland help to bring about positive transformational change in the lives of persons and communities affected by leprosy and support efforts to eliminate the disease. Having heard the call of Jesus to be His instrument in bringing transformation, love and hope, we will not stop until leprosy is defeated.

## Moving Forward to End Leprosy

Globally, we have an ambitious targeted goal of breaking leprosy transmission by 2035. This links to our other focus areas: working towards Zero Leprosy Disability and Zero Leprosy Discrimination and increasing our fundraising efforts. In order to deliver this ambitious goal, we need to boldly share our vision and seek to engage with those who will pray for our mission as well as give financially. This is a tremendous opportunity for the local church to be a strong witness of God's love for persons and communities affected by leprosy, who are often among the most underprivileged and marginalised in our world.

TLM NI, alongside other TLM members, is a key player in enabling the achievement of these global goals. As well as investing in TLM activities that help stop leprosy transmission, we partner with 6 countries in Africa and Asia, raising funds and developing partner capacity to provide life-changing healthcare, training and employment opportunities for people who have been excluded and rejected. We also support advocacy efforts on behalf of people affected by leprosy at a local and global level.

In Northern Ireland we seek to raise awareness, prayer support and funds in support of our global partners to help see an end to leprosy. To effectively play our part to realise our global vision, TLM NI has three Strategic Priorities:

- **ENGAGE:** Increase awareness about this cruel disease
- **ENABLE:** Increase funds that will enable positive transformational change in the lives of those affected by leprosy, and ultimately see an end to the disease in our lifetime
- **EXCEL:** Deliver all our activities to the highest ethical and professional organisational standards

You can read more about our Strategy for Growth (2021-25), *It's Time to Make Leprosy a Thing of the Past* here <https://www.tlm-ni.org/what-we-do/about-us> We are currently reviewing our strategy in line with the TLM Global Fellowship strategy (2025-2030 [Global Strategy 2025-2030.pdf](#)), aiming for further growth in 2026-2030.

## PURPOSE OF ROLE

Significantly increasing local awareness and support are essential to enable the fulfilment of our global goals. Churches, and their support, lie at the heart of TLMNI. The purpose of this role is to develop and deliver plans to better engage the local

church to take greater ownership of this God-given mission, and to intentionally form a wider and deeper spread of church and community partnerships that result in ongoing and meaningful engagement and support. Working alongside the National Director, the Church and Community Partnerships Lead will develop and grow partnerships with churches and community groups, and build a network of volunteers (speakers, fundraisers and advocates) to increase support that ultimately helps to transform the lives of those affected by leprosy and defeat this cruel disease.

We are seeking a 'people person' who is a highly motivated, passionate individual and also an excellent team player to take up this role. You will have relevant, proven experience, excellent organisational and communication skills and the ability to develop and grow relationships with churches and community groups throughout Northern Ireland resulting in an increased awareness of The Leprosy Mission and increased engagement levels (prayer, volunteering & financial support) from these audiences.

**The successful applicant will have:**

- Experience in working with churches and Christian organisations
- Excellent networking and communication skills
- A passion for the underprivileged and marginalised
- Ability to organise own workload and use initiative
- Good IT skills and high level of accuracy
- Great organisational skills, preferably including event management
- Ability to inspire, involve and motivate others

TLM Northern Ireland is an explicitly Christian charity, serving those of all faiths and none. A large part of your work will involve sharing about our work with supporting churches and other Christian partners. In addition, prayer is an important and regular part of our work in the UK and overseas. As such, **there is an occupational requirement that the successful applicant be a committed Christian.**

## ROLE DESCRIPTION

### Key Responsibilities

#### ***Church and Community Partnership development***

**60%**

- Increase the profile of The Leprosy Mission in the wider church and para-church community in Northern Ireland, through effective networking and resourcing.
- Grow and support positive relationships with existing church and community group partners and proactively develop new partnerships.
- Meet and develop relationships with church and community group leaders.
- Develop and deliver new ways of engaging with new and existing stakeholders that result in increased engagement with TLM's vision and mission.
- Develop presentations and deliver in a range of contexts and settings.
- Develop and produce educational & biblical resources which inspire, inform and mobilise target audiences to action.
- Represent TLM at public events and other meetings as required.
- Effectively manage and co-ordinate key fundraising and supporter engagement events.
- Effectively thank and provide meaningful feedback to supporters from churches and community groups on the impact of their support, providing excellent supporter care and relationship management including regular face to face visits, ongoing communication and follow up.
- Endeavour to increase levels of engagement (prayer, volunteer & financial) as agreed in annual performance targets.

#### ***Strategic planning and fundraising***

**20%**

Working closely with the National Director:

- Develop and deliver a diverse Church and Community fundraising strategy which increases financial resources to support those affected by leprosy.
- Develop and deliver a Church and Community communications strategy to support fundraising plans, operational engagement and provide input into the design, development & production of materials and resources as required.
- Evaluate programme activities and events reporting on their effectiveness and making recommendations based on this to inform future strategy and decision making.

## **Volunteer management**

**20%**

- Champion volunteering to support the work of TLM in church and community partnerships across Northern Ireland.
- Mobilise, coordinate, resource and support local and regional networks of volunteers to raise awareness, fundraise and support the work of TLMNI, including:
  - Growing our established network of ~200 volunteer TLMNI Church Representatives and ensuring they are effectively engaged, resourced and equipped to raise awareness and funds for TLMNI.
  - Growing our team of local and regional volunteer speakers to assist with the delivery of speaking engagements across Northern Ireland.
  - Supporting and resourcing individual fundraisers.
- Ensure that volunteer recruitment and management procedures comply with Safeguarding, Data Protection and Health and Safety procedures.
- Ensure that volunteers receive feedback, ongoing training and recognition.

### **Duties to be undertaken by all members of staff:**

- Further the aims and objectives of The Leprosy Mission Northern Ireland.
- Contribute to the development and delivery of TLMNI's Strategic Plan.
- Work effectively across the organisation ensuring that all activity complies with the charity's mission, policies, procedures and all legislation governing charity activity.
- Develop and maintain strong working relationships with other global colleagues, particularly those in the UK and other supporting countries to further the aims and objectives of TLM.
- Effectively use TLM's global intranet (Glasscubes) and communications sharing platforms (Resource Space).
- Understand and be able to communicate The Leprosy Mission's vision and mission in all activities.
- Undertake training/personal development through participation in the organisation's performance review programme.
- Manage relationships with internal/external service providers as appropriate.
- Attend conferences in NI and UK and visit overseas projects (where required) on behalf of The Leprosy Mission Northern Ireland.
- Ensure accurate records are kept in the charity's CRM database (currently Etapestry; Blackbaud)
- Provide verbal and written reports to the National Director and Board of Trustees as required.

- Manage one's own learning and contribute to the learning of others.
- Take part in other TLM activities where appropriate.
- Work in a way that respects and upholds the Christian ethos of the charity.
- Prepare well and participate, as appropriate, in all meetings.
- Participate in, and take turns in leading, staff prayers.
- Regularly pray for the work of TLM, locally and globally.
- Undertake any other reasonable tasks as required by the organisation.

This role description is not exhaustive. It acts as a guide and may be amended to meet the changing requirements of the charity at any time, after discussion with the post holder.

***Further development of the role may take place in early 2026 in line with an organisational strategy review.***

### Person Specification

|                                 | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Desirable                                                                                                                                                                                                                                                              |
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| <b>Qualifications</b>           | <p>Educated to degree level or equivalent relevant professional experience</p> <p>Full driving licence (and access to car)</p>                                                                                                                                                                                                                                                                                                                                                                                        | <p>Third-level qualification in Biblical studies, International development or other relevant area</p>                                                                                                                                                                 |
| <b>Experience and Knowledge</b> | <p>Track record of engagement with churches and community groups across different church expressions to effectively increase profile and support.</p> <p>Experience in communicating effectively in a wide range of settings and contexts.</p> <p>Experience in networking, and nurturing and managing relationships with key stakeholders.</p> <p>Experience in coordinating logistics, undertaking a range of administrative tasks and delivering good communications.</p> <p>Experience in project management.</p> | <p>Experience of strategic and operational planning.</p> <p>Good understanding of international development issues.</p> <p>Experience of international travel and working in a global context.</p> <p>Experience of developing educational and biblical resources.</p> |

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|               | <p>Experience in raising funds (beyond personal fundraising).</p> <p>Experience in managing events.</p> <p>Experience in working with, engaging and motivating volunteers.</p> <p>Experience in using Microsoft Word, Excel, Powerpoint and Outlook.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Experience of using database software.</p>                                           |
| <b>Skills</b> | <p>Excellent interpersonal and networking skills, able to collaborate with a wide range of stakeholders and quickly build good relationships.</p> <p>Excellent public speaking skills.</p> <p>Excellent verbal and written communications skills and the ability to convey The Leprosy Mission's work with confidence and credibility.</p> <p>Ability to inspire, involve and motivate others.</p> <p>Self-motivating with strong, proven, administrative and organisational skills and with the ability to manage own administration needs.</p> <p>Strong IT skills.</p> <p>Experience of demonstrating initiative and creatively problem solving.</p> <p>Proven ability to work effectively, both unsupervised and as part of a team.</p> <p>Able to prioritise and manage workload and time effectively, ensuring tasks and projects are delivered on time.</p> <p>Excellent organisational skills including planning, setting priorities, meeting deadlines and being strategic.</p> | <p>Ability to extract and make use of website analytics as a measure of engagement.</p> |
|               | <p>Demonstration of faith in Jesus Christ, including willingness and ability to communicate story of own faith journey.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                         |



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| <b>Character/<br/>Other</b> | <p>Willingness to uphold and outwork the Vision, Mission, Values and Ethos of The Leprosy Mission Northern Ireland.</p> <p>Friendly, personable and relational.</p> <p>Self-motivated and hard working.</p> <p>A passion for the disadvantaged and marginalised.</p> <p>Flexibility and willingness to work evenings and weekends and undertake frequent speaking engagements across Northern Ireland and to travel overseas (on occasion) and to other parts of UK and Ireland, as required.</p> <p>Clear / satisfactory Access NI check</p> |  |
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***The short-listing panel reserve the right to apply the desirable criteria, if necessary, to short-list to a manageable number for interview.***

Applicants selected for interview will be required to provide proof of identity, **proof of right to work in UK** and certificates to prove professional qualifications.

## **Safeguarding**

TLM Northern Ireland has a zero-tolerance policy towards any abuse, neglect, and exploitation of all people. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that always safeguards the health and wellbeing of children and vulnerable adults. The postholder must sign, be familiar with, and comply with all TLM organisational policies, including the Global Safeguarding Code of Conduct, the Global Safeguarding Children & Vulnerable Adults Policy, and the Global Safeguarding Children & Vulnerable Adults Procedures. All TLM staff are required to participate in mandatory safeguarding training.

This role has been assessed as having a 'medium' level of safeguarding risk. This is because the role potentially allows for direct or indirect (digitally or through personal confidential information) contact with children or vulnerable adults. TLMNI will put relevant mitigation measures in place in order to lower the level of safeguarding risk. For example, these will include: enhanced recruitment procedures, support from staff with safeguarding expertise, and annual assessment of role-related safeguarding risks. It is expected that the post holder will collaborate so that these measures can be put in place.

*Recruitment to this role will include criminal record checks and the collection of relevant references.*

## **Terms and Conditions of Employment and How to apply:**

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| <b>Salary:</b>              | Up to £33,000 per annum depending on qualifications and experience<br>Membership of TLM's Defined Contribution Pension Scheme<br>Legitimate expenses incurred in the fulfilment of the duties of the post will be reimbursed as per organisational policies and procedures                                                              |
| <b>Type:</b>                | Permanent<br>Full time – 35 hours per week<br>Office hours: 9am – 5pm, Monday – Friday<br>Up to 40% hybrid working<br>This role requires evening and weekend work. This includes presenting at churches on average 2 Sundays per month (with time off in lieu on Fridays or Mondays) and on average 3 mid-week presentations per month. |
| <b>Location:</b>            | The Leprosy Mission Northern Ireland Office, Lagan House, 2a Queens Road, Lisburn BT27 4TZ                                                                                                                                                                                                                                              |
| <b>Reporting to:</b>        | National Director                                                                                                                                                                                                                                                                                                                       |
| <b>Holiday Entitlement:</b> | 25 days plus statutory holidays                                                                                                                                                                                                                                                                                                         |
| <b>Closing Date:</b>        | <b>Friday 7<sup>th</sup> November, 2025 at 12 noon</b> Applications submitted after this will not be accepted.                                                                                                                                                                                                                          |
| <b>Interviews:</b>          | Initial online interviews TBA. In-person interviews in Lisburn are provisionally scheduled for <b>Thursday 13th November, 2025.</b>                                                                                                                                                                                                     |

To apply, please complete an application form which can be downloaded from our website: [Jobs | The Leprosy Mission NI](#). Completed application forms should be returned by email with a covering letter explaining your interest in this position to the National Director, Joy Fleming: [joy.fleming@leprosymissionni.org](mailto:joy.fleming@leprosymissionni.org)

If you require further information about this post, please contact Joy Jamieson via email ([joy.jamieson@leprosymissionni.org](mailto:joy.jamieson@leprosymissionni.org)) or phone the TLM N. Ireland office 028 9262 9500.