

London Partnership Coordinator Job Description



£32,000 - £35,000 per annum pro rata, depending on experience

Hours: 15 hours per week

Term: 12-month fixed-term contract, with the possibility of extension

Location: Remote, with regular travel across London (candidate must be London-based or able to travel extensively within London). Occasional travel to CRY's Southampton office and other locations may be required.

Reporting to: The CEO

About CRY

CRY is an international Christian children's charity committed to empowering children to rise beyond poverty through the leadership of local champions. We work in partnership with NGO's, churches, communities, and supporters to bring sustainable change to the lives of children around the world.

Role Purpose

The London Partnership Coordinator will play a key role in developing and strengthening CRY's presence across London. The post holder will build, nurture, and grow relationships with churches, community groups, corporate partners, and individual supporters, with the aim of increasing engagement, raising CRY's profile, and generating sustainable income to support CRY's international work.

This is a relationship-focused role, suited to a confident self-starter who is motivated by mission, comfortable working independently, and able to represent CRY with warmth, professionalism, and clarity in a wide range of Christian and community settings.

Key Responsibilities

Partnership Development and Engagement

- Develop and implement local partnership and engagement strategies aligned with CRY's wider fundraising and organisational objectives.
- Identify, cultivate, and maintain strong relationships with churches, church leaders, community groups, Christian networks, corporate partners, and individual supporters across London.
- Act as the primary point of contact for London-based partners and supporters, ensuring timely, professional, and relational communication.

- Represent CRY at church services, meetings, events, conferences, and networking opportunities across London.

Fundraising and Events

- Identify and develop new opportunities for fundraising through church-based initiatives, community events, challenges, and corporate partnerships.
- Plan, coordinate, and deliver fundraising events and campaigns in collaboration with London-based partners and CRY colleagues.
- Support partners with fundraising ideas, resources, and guidance, ensuring activities align with CRY's values and brand.
- Attend and support occasional evening and weekend events as required.

Internal Collaboration and Administration

- Work closely with colleagues based in Southampton and remotely to ensure alignment with organisational priorities, messaging, and processes.
- Assist with the preparation and submission of grant or trust applications where appropriate, particularly those with a London or church focus.
- Maintain accurate records of partner engagement, activity, and income using CRY's internal systems.
- Monitor, evaluate, and report on partnership activity, fundraising outcomes, and impact, providing regular updates to the Senior Management Team.

Christian Leadership and Ethos

- Represent CRY confidently within Christian contexts, articulating the organisation's mission, values, and biblical foundations.
- Where appropriate, lead or contribute to prayer, devotional moments, and faith-based engagement within partner churches and Christian settings.
- Actively contribute to CRY's Christian culture, supporting a shared ethos of faith, service, integrity, and compassion.

Person Specification

Essential

- A practising Christian, in accordance with the Genuine Occupational Requirement outlined below.
- Based in London, with a good understanding of London-based church and community networks.

- Previous experience in partnership development, fundraising, community engagement, or a related relationship-focused role.
- Excellent verbal and written communication skills, with the ability to build rapport and inspire support.
- Proficient in using IT and digital media tools such as Google Docs and Slides, Canva, and similar platforms, with the ability to create clear, engaging presentations and confidently use a range of IT and media systems as part of the role.
- Strong organisational skills, with the ability to manage multiple priorities and work to deadlines.
- Ability to work independently with minimal supervision, while collaborating effectively with a remote team.
- Willingness and ability to travel regularly across London, and occasionally beyond.
- Flexibility to work outside normal office hours, including occasional evenings and weekends.
- Commitment to CRY's mission, values, and Christian ethos.

Desirable

- Experience working with churches or Christian organisations in a fundraising or engagement capacity.
- Experience of organising events or campaigns.
- Experience of income generation through partnerships, trusts, or community fundraising.

Genuine Occupational Requirement (GOR)

This post is subject to a Genuine Occupational Requirement (GOR) that the post holder be a practising Christian in accordance with Schedule 9 of the Equality Act 2010. This requirement applies because the role involves representing CRY in church and Christian contexts and carrying out duties that are intrinsically linked to the organisation's Christian ethos.

As an essential and integral part of the role, the post holder will be expected to:

- Teach, share, and articulate biblical and spiritual principles that underpin the Christian call to serve others, particularly within church-based fundraising and engagement activities.
- Provide spiritual leadership, including leading prayer and Christian devotional activities where appropriate in churches and other Christian partner settings.
- Actively participate in and contribute to the organisation's Christian community, helping to foster a shared culture of faith, service, and mutual encouragement.

What We Offer

- The opportunity to work for a meaningful cause with real international impact.
- A supportive and collaborative team environment.

- Flexible working arrangements.
- 22 days' annual leave plus bank holidays (pro rata).
- Workplace pension scheme.

Safeguarding and Eligibility

CRY is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to appropriate pre-employment checks. Applicants must have the right to work in the UK.

How to Apply

The closing date for applications is **midnight on Friday 13 February 2026**. Applications must be sent to hr@cry.org.uk and include a completed application form and a covering letter outlining why you are a strong fit for this role.

CRY values diversity and inclusion and welcomes applications from all candidates who meet the role requirements, including the Genuine Occupational Requirement outlined above.