



London City Mission HR Ministry Partner

Candidate Pack
August 2025



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About us



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About Us

About London City Mission

We long to see Jesus known by people on the margins. God's message of salvation is for everyone, but His heart for the marginalised is especially clear in scripture.

London is home to many whose daily experience is rejection, helplessness and shame. People overlooked, struggling, and pushed to the edges of society—lacking not just resources, but status, connections, community and hope.

It's clear in the Bible that God has a heart for those who are marginalised—whose physical poverty reveals their helplessness before Him. It's in this place of need that Jesus meets us, inviting us to repentance and hope.

Yet in London's most deprived communities, people are least likely to hear this invitation. Jesus is a forgotten name, a myth, or a mystery.

And yet, nearby—sometimes just around the corner—sits a source of eternal hope: the local church. The church is God's plan to share the gospel, a light to the world. It holds incredible potential to reach those so often forgotten—to go into the streets, seek the broken, and call them to the feast of God's kingdom.

That's why we come alongside churches across London—to encourage, equip and support them to step into their God-given purpose.

Following the Spirit's leading, we help build sustainable missional teams that form deep, lasting connections. We support intentional relationships, where Christians share their faith and demonstrate it practically.

People from marginalised backgrounds belong in God's family. So we help churches become places where anyone can grow and thrive.

All we do is rooted in prayer and dependent on the Holy Spirit. We pray many will hear the gospel, follow Jesus, and invite others to do the same.

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About Us

Our Values

All of this is done in line with a set of values that LCM have developed to shape the way we work and relate with each other, with the Church and with the people and communities we engage with. Our values are set out below.

We are passionate about sharing the love of God and good news of Jesus Christ with the least reached in London, and to do this in partnership with churches. To help us do this, we have developed a set of values which shape the way we work and relate with each other, with the church and with people in the communities we engage with:

ROOTED IN CHRIST

Prayerfully dedicated to doing God's will and living His way, according to His word

CHRIST-LIKE LOVE

Looking not to our own interests but to the interests of others because we are united as brothers and sisters in CHRIST

GOD-GLORIFYING EXCELLENCE

Pursuing the best that we can be to glorify God and serve each other in all we do

SPIRIT-INSPIRED COURAGE AND PERSEVERANCE

Standing firm, pushing through, paying the price for the sake of Christ and the gospel

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About Us



Statement of Faith and Conduct

As Evangelical Christians we accept the following doctrines which we regard as crucial to the understanding of the faith, and which should issue in mutual love, practical Christian service and evangelistic concern:

- The revelation of the triune God given in the Scriptures of the Old and New Testaments and the historic faith of the Gospel therein set forth.
- The sovereignty and grace of God the Father, God the Son and God the Holy Spirit in creation, providence, revelation, redemption and final judgment.
- The divine inspiration of the Holy Scripture and its consequent entire trustworthiness, clarity and supreme authority in all matters of faith and conduct.
- The universal sinfulness and guilt of fallen man, making him subject to God's wrath and condemnation.
- The substitutionary sacrifice of the incarnate Son of God as the sole and all-sufficient ground of redemption from the guilt and power of sin, and from its eternal consequences.
- The justification of the sinner is solely by the grace of God through faith in Christ crucified and risen from the dead.
- The illuminating, regenerating, indwelling and sanctifying work of God the Holy Spirit.
- The priesthood of all believers, who form the universal Church, the Body of which Christ is the Head and which is committed by His command to the proclamation of the Gospel throughout the world.
- The calling of all Christian people to a life of holiness and prayer according to the Holy Scripture.
- The expectation of the personal, visible return of the Lord Jesus Christ in power and glory.

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Job description



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Job description



Role details

Job title: HR Ministry Partner

Reporting to: Director of People

Responsible for: You will work collaboratively with an HR Advisor however, this role does not include direct line management of the HR Advisor.

Salary: £24,000 – £26,820 (FTE: £40,000 to £44,700)

**Contract/
Hours:** Permanent / Part time (24 hours per week/ 3 days per week)

Location: Based at our London Office at, Nasmith House, 175 Tower Bridge Road, London, with some flexibility to work from home on some days (2 days would be in person at Nasmith House).

Annual Leave: 25 days annual leave (pro-rated for part time) which increases after 4 years of service

- 3 additional days off work to be taken by all staff in between Christmas and New Year as fixed days.
- Additional leave on 5 bank holidays per year

Other benefits:

- Blended approach to work - with some flexibility over days in the Office and working from home.
- An attractive pension scheme with LCM contributing generously.
- Clear Christian values underpinning all we do.
- Regular LCM and team prayer events; monthly whole of LCM team days with worship, teaching, prayer, and updates; and an annual week of prayer in January.
- Season ticket loan option (following completion of probation for permanent employees).
- Cycle to work scheme.
- Support for CIPD professional membership subscriptions and CPD.
- Active staff forum to ensure staff have a voice in people, well-being and safety matters.



The HR Team and context

The HR Team, which is part of the People and Organisational Development Department, includes a Director of People, three HR Ministry Partners (including this vacancy) two HR Advisers and a HR Administrator. The HR team has a broad remit covering the whole of the employment life-cycle, from recruitment through to reward, performance management and development and well-being, and to release. We have done a lot to develop and modernise our people management policies and processes in recent years but there is scope for this HRMP to really make their mark by bringing in further changes through project work alongside delivering our operational work. There will be opportunities to be involved in projects depending upon your skills and experience.

The context of working within London City Mission gives an exciting and fulfilling dimension to this role for an HR professional who is also a committed Christian. We work with ministers of religion and staff committed to delivering our strategy to work with the church of London to take the gospel to those least likely to hear it. We work to the glory of God and the salvation of souls. The title of this role is, therefore, 'HR Ministry Partner' - as we apply our HR skills in a ministry context. It is, for example, normal for us to pray for staff and approach HR issues from a pastoral perspective whilst at the same time applying good practice and robust HR within the context of living our values.

Overall purpose of this role

The purpose of the HR Ministry Partner role is to deliver the following in a way which is consistent with our values:

- To provide a generalist operational HR service to specific teams and functions within LCM.
- To support and advise Directors, heads of functions and staff on people related issues.
- To own and lead specific HR projects to improve HR processes and policies and to implement these well to positively change the way we do things at LCM.
- To be the HR team's expert on best practice for specific HR processes and policies.
- To support the Director of People in the development, delivery, and evaluation of our annual HR objectives in support of LCM's annual objectives and strategy.

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Job description



About you

- You will be wholly committed to growing in your evangelical faith, rooted in Christ. Prayer and the study of the Bible is foundational in your own spiritual walk and work.
- You will have a broad and deep experience in HR and a proven track record of delivering HR to help the organisation and its people be the best they can be.
- You will enjoy working in partnership with managers and staff, collaborating across the LCM to get things done and make things better and working as part of a professional internal team.
- You will be able to seek out and apply best practice HR from other contexts to meet the particular needs and requirements of LCM.

Summary of main responsibilities

- In collaboration with the Director of People, develop and deliver an annual set of SMART objectives to support achievement of LCMs objectives and strategy.
- Through your work and influence, effectively balance the following: supporting, serving, advising, and challenging the organisation in the way we do things.
- Manage a case load of operational HR issues in accordance with best HR practice and employment law.
- Lead on the review and development of HR policies and processes and their effective implementation and evaluation.
- Act as thought leader: recommend, promote, and drive best practice HR.
- Advise and support managers with restructuring and change management processes.
- Provide effective line management and pastoral oversight for an HR Adviser, applying LCM processes consistently and well.
- Report on progress on objectives to the Director of People.
- Identify and manage risks to progress and to the organisation.
- Champion our LCM values.
- Provide input and support to others both within the HR team and across LCM in a collaborative way to help them be successful in achieving their objectives.



Expected standards

The HR Ministry Partner is expected to:

- Fully participate in the spiritual life of LCM including attending the annual week of prayer, monthly Team Days, and weekly/daily staff prayer meetings.
- Exhibit proactive leadership on health, safety, and wellbeing within their own areas of responsibility. This will include regular communication with employees, volunteers, and others to maintain and raise standards.
- Ensure compliance with General Data Protection Regulation principles and practice.
- Be an advocate for and role model LCM values.
- Be a committed member of a local church.
- Ensure individual expertise and subject area knowledge is up to date through Continuous Personal/Professional Development, including sharing good practice, engaging with training, and acquiring / maintaining any individual qualifications required of the role.

Key internal relationships

- Other members of the HR team.
- Field Directors, Team Leaders, Missionaries and Mission Associates.
- Other functions in LCM: Communications & Marketing, Fundraising and Supporter Partnerships, Property, Finance, IT, and Training and Mentoring.

Key external relationships

- Some relationships with external suppliers e.g. Legal advisers, HRIS contracted supplier, recruitment services, safeguarding/DBS advisory and check service supplier.

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Person specification



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Essential qualifications and experience:

- CIPD qualified to Member level or equivalent.
- Experience in delivering an HR service as part of an internal HR team.
- Experience of advising managers and staff on the full range of HR related issues across the employment life cycle (from recruitment through to release).
- Experience of review, design and implementation of HR policies and projects with positive outcomes.
- Experience of working with HR Information Systems (we will train you in use of our current system).
- Competent and confident in use of Microsoft applications including Word, PowerPoint, Excel, Teams and SharePoint.
- Right to work in the UK.

Key competencies:

Motivation:	Understands the main aim of LCM's strategy and of this role and what this role means in practice. Is motivated to deliver the full scope of this role as set out in this Job Description.
Technical:	Up to date knowledge and skills in HR. Can conduct relevant research and evaluation and provide best practice, insight, and advice to support Managers and staff.
Leadership and drive:	Can provide thought leadership for HR in LCM in defined areas of HR policy, spotting opportunities to make things better and showing the drive and focus to get things done. Actively builds a positive working culture reflecting our values. Proactive in supporting and developing their HRA and managing performance.
Strategy:	Can develop strategies and forward plans for defined areas in HR. Gets to the heart of key issues; can think through a range of options for how to address these, and ensures that the right solution or course of action is in place.
Influence:	Can develop plans to sustain strong engagement, influence and buy-in with internal stakeholders, and can apply a range of behaviours to achieve this. Communicates complex points clearly, succinctly, and confidently. Can build credibility as an authoritative trusted adviser and partner.



Key competencies:

Judgement:	Makes timely and sound judgements and decisions on key and complex issues. Ensures judgements and advice are aligned with LCM strategy and goals and our HR policies and processes as well as good practice and employment law. Applies godly wisdom.
Planning and organising:	Able to develop SMART objectives, priorities and plans for self and others to follow. Monitors progress of HRA in delivering their objectives and takes relevant and timely action to keep things on track. Can organise events, such as selection days. Good attention to detail and accuracy.
Relationships:	Builds strong internal networks and able to build and maintain fruitful working relationships with a wide range of people – including senior colleagues.
Collaboration and teamworking:	Champions and role models effective team working and collaborative working in the HR team and wider LCM.
Values:	Our four LCM values clearly shape the way they work and relate to others.
Faith and Church:	Evidence of strong evangelical Christian faith and of regular church commitment.

This job description is not intended to be exclusive or exhaustive. It is an outline indication of activity and will be amended in the light of LCMs changing needs.

This job description does not form part of a contract of employment.

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How to apply



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How to apply



London City Mission is partnering with Charisma Charity Recruitment.

Applications should be submitted through the [Charisma website](#) and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role, including the genuine occupational requirement to be a practicing Christian. Please also describe any potential conflicts of interest.

For an informal and confidential discussion about the role, please contact Nick Thomas, Senior Consultant, Charisma Charity Recruitment on 01962 813300 or email info@charismarecruitment.co.uk.

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion*, sexual orientation, age, veteran status or other category protected by law.

**Due to the nature of the work, this role requires post holder to be an evangelical Christian. This is in accordance with the Occupational Requirements provisions of the Equality Act 2010. Employees are required to agree to the Mission's Statement of Faith and Conduct.*

Closing date: 24 September 2025

Charisma vetting interviews to be completed by: 29 September 2025

Interviews with LCM: w/c 6 October 2025 (in-person)

For shortlisted candidates, the selection process will include one stage with LCM, involving a panel interview with senior LCM colleagues who will prayerfully assess and seek to discern the selection of the right candidate.

Further details of the interview process and dates will be sent to short-listed candidates.



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