

Member Partnership Coordinator

Application Pack



Christian Supply Chain
BUYING GROUP/UK

Christian Residential Network is the trading name of CCI (UK) and is registered at the below address as charity No: 326637 Reg in England: 1822565

Christian Supply Chain Buying Group UK Ltd company No:02646074 is also registered at the below address

Registered Office: Unit 8 Castle House, Dawson Road, Bletchley, Milton Keynes, MK1 1QT

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About Christian Supply Chain Buying Group UK Ltd

We're more than just a buying group; we're part of a UK wide family committed to strengthening Christian residential ministry.

[CSCBG](#) is wholly owned by [Christian Residential Network \(CRNet\)](#). Together, we serve as a vibrant, non-denominational movement supporting Christian organisations across the UK, and we're connected worldwide with partners in Australia, New Zealand, South Africa and India through our international steering group.

By harnessing the combined purchasing power of our members, CSCBG is able to secure preferential pricing, exclusive discounts and valuable benefits with trusted suppliers. The more members who join in, the stronger our voice and the greater the savings and support we can deliver back into Christian ministry.

Everything we do is rooted in our Christian ethos. CSCBG's trading activity doesn't just reduce costs, it fuels the wider vision of promoting and sustaining Christian residential work here in the UK. The person in this role will help carry that vision, representing our mission and values to members, suppliers and partners. As this role involves leading devotions and spiritual support to staff and members, there is an Occupational Requirement that the post-holder is a practising Christian, able to affirm the CRNet Statement of Faith (see attached).

CRNet, our parent network, is a community of Christian organisations and individuals engaged in residential holidays, camps, conferences and outdoor ministries across the UK. We exist to equip and encourage them, enabling them to thrive in the unique callings God has given them. As one of 27 associations around the world forming part of CCI Worldwide, CRNet connects UK ministries to a truly global fellowship.

Our staff team is small but dedicated – two employed by CRNet (including the Chief Executive, who also works with CSCBG), and two employed solely by CSCBG, including this exciting role.

Hopefully this application pack tells you everything you need to know, but if you would like to arrange an informal conversation with the CEO to discuss this further, please email recruitment@crnet.org.uk.

Could you help Christian organisations make their resources go further?

We're looking for a friendly, proactive and relationship-focused Member Partnership Coordinator to support our growing membership and help organisations maximise the benefits available through CSCBG.

This is an excellent opportunity for someone who enjoys working with people, building relationships and making a tangible difference. Whether your background is in customer service, administration, fundraising, membership support, hospitality, outreach, sales, or another people-focused role, we'd love to hear from you.

You don't need previous experience in procurement or buying groups. What matters most is your ability to communicate effectively, build trust, stay organised and genuinely enjoy helping people.

In this role, you'll help churches, schools, charities and Christian organisations discover opportunities to save money and release more resources for ministry, mission, education and community impact. You'll combine your sales and business development expertise with a mission-led purpose—building strong, lasting relationships with members and suppliers while driving growth across the buying group.

You'll be at the forefront of identifying new membership opportunities through market research, generating leads, and representing CSCBG at industry events, raising the organisation's profile and influence. With a balance of strategic client relationship management and hands-on member engagement, you'll help members unlock savings, strengthen partnerships, and access valuable services, all while reflecting CSCBG's distinct Christian ethos.

This is a rewarding role where your skills will not only deliver measurable results but also contribute to the growth of Christian residential ministry across the UK.

Job Description

Job Title: Member Partnership Coordinator

Reports to: Supply Chain Manager (CSCBG UK Ltd)

Role purpose:

As our Member Partnership Coordinator, you'll be a key point of contact for CSCBG members and prospective members across the UK.

You'll spend time getting to understand members' organisations, helping them identify opportunities to benefit from our supplier partnerships and ensuring they get maximum value from their membership. The role combines relationship building, member support, communication, administration and outreach. No two days will be the same.

You'll be responsible for:

- Building positive and lasting relationships with CSCBG members.
- Contacting members regularly to understand their needs and identify opportunities to support them.
- Helping members access and utilise the discounts, services and supplier partnerships available through CSCBG.
- Sharing relevant offers, supplier opportunities and member benefits.
- Re-engaging less active members and helping them gain greater value from membership.
- Speaking with prospective members and explaining how CSCBG can benefit their organisation.
- Following up enquiries, referrals and membership opportunities.
- Working with suppliers and colleagues across CRNet to promote relevant opportunities.
- Maintaining accurate member records and activity using our CRM system.
- Supporting webinars, online meetings, events and conferences.
- Representing CSCBG professionally when engaging with members, suppliers and partner organisations.
- You'll receive training and ongoing support, but we're looking for someone who is naturally proactive, takes initiative and enjoys building meaningful relationships.



Person Specification

We're not expecting you to have done this exact role before.

You may already have experience in customer service, administration, membership organisations, fundraising, hospitality, community engagement, relationship support, church administration or another people-focused profession.

You may be looking for a new challenge, returning to work, or seeking a role where your people skills can make a meaningful difference within a Christian organisation.

Essential skills:

We're looking for someone who:

- Enjoys building positive relationships with a wide variety of people.
- Has strong verbal and written communication skills.
- Is approachable, friendly and able to build trust quickly.
- Is highly organised and able to manage their workload effectively.
- Is proactive and willing to take initiative.
- Is confident using Microsoft 365, email and digital systems.
- Is willing to learn and use CRM software.
- Can work independently while contributing positively within a small team.
- Can represent CSCBG professionally and positively.
- Has a genuine commitment to our Christian ethos and Statement of Faith.

Previous experience in procurement, business development or supplier management is not essential.

We're more interested in your attitude, potential, communication skills and willingness to learn.

There is an Occupational Requirement that this post is held by a Christian (Equality Act 2010). Therefore, you will be able to demonstrate a commitment to Christ and be a regular, serving member in a Christian church context, in line with the Ethos, Vision and Values of CRNet, our Statement of Faith and our biblical understanding of sexuality and gender (see attachment).

Desirable skills:

It would be advantageous if you have experience of:

- Working with churches, schools, charities or Christian organisations.
- Customer service, member support, management or relationship-building roles.
- Fundraising, outreach or sales activities.
- Using CRM systems or databases.
- Supporting events, conferences, meetings or webinars.
- Working with suppliers or external stakeholders.
- Even if you don't meet every requirement, we'd encourage you to apply if you believe you'd be a great fit for the role.

Terms of employment

1. **Location:** Bletchley office one day per week, rest of the hours can be flexible.
2. **Salary:** £28,000 FTE (pro-rata 15-20 hours per week).
3. **Contract:** This is a permanent appointment and subject to an initial six-month probationary period and the usual ongoing CRNet / CSCBG appraisal process. This post is subject to satisfactory references and a basic DBS check.
4. **Notice Period:** 3 months.
5. **Pension:** Contribution is made to a Pensions Regulator approved pension fund of your choice.
6. **Hours of work:** Part-time role with flexible hours up to 21 per week, with the option to work fewer hours depending on availability and preference.
7. **Annual leave entitlement:** 20 days, plus bank holidays. Plus, three days of paid leave between Christmas and New Year when the CRNet office is closed. You will also be entitled to up to 7 days paid leave to volunteer on a Christian holiday.
8. **Start date:** As soon if possible.
9. **Occupational requirement:** Yes (*Equality Act 2010*). See additional attachment for more info.

How to apply

Please complete the application form and ensure you demonstrate how you meet the requirements of the person specification.

Applications should be sent to recruitment@crnet.org.uk

Closing date and interviews

Applications are reviewed on submission.