

Job Description

Communications & Engagement Assistant

Every week, hundreds of people across the UK are praying, giving, and asking whether God might be calling them to serve. This role helps make those connections happen and helps more people respond.

We are looking for someone who is great at organising and supporting good communications through our different engagement channels. This is not only about sending out information but helping to develop connections with individuals across the UK as we go to conferences and exhibitions to promote the work of SIM.

We would like someone who is great at administration and making sure our communications and events are well planned and organised. This will include distributing materials we produce and organising our own conferences and events to connect with supporters.

Are you great at thinking ahead and being prepared to make events work smoothly? Can you organise conferences and prayer gatherings well to help supporters connect with SIM and be inspired to get more involved?

Can you relate well to people and build relationships and connections with supporters and alumni, which helps us build a community of passionate supporters in different parts of the UK?



Why work with Serving In Mission?

The Vision of Serving In Mission:

Our vision: a world with a witness to Christ's love where he is least known, disciples of Jesus expressing God's love in their communities, and Christ-centred churches among all peoples.

Convinced that no one should live and die without hearing God's good news, we believe that he has called us to make disciples of the Lord Jesus Christ in communities where he is least known.

With over 7,000 people groups and more than 3 billion individuals in least-reached people groups, there's a massive need, and we want people who share in our vision to work with us to reach more people with the Gospel.

We are God-centred

We are passionate about what we do, and we are fuelled by prayer and trusting in God to lead us in our work. This means we are dependent on him as we seek to reach the least-reached with the gospel in many different countries. We serve in multi-ethnic teams, and both send and receive mission workers in partnership with local churches.

Part of an International Organisation

We are part of a global community of churches and mission workers cooperating in intercultural gospel ministry as part of SIM International. There are 70 other national offices around the world.

We seek to make disciples of the Lord Jesus Christ by crossing barriers locally and globally to proclaim the crucified and risen Christ, expressing his love and compassion, working together with churches to fulfil Christ's commission in communities where he is least known.

Serving In Mission started 130 years ago and now helps churches to send mission workers to every inhabited continent on earth. Internationally, SIM has more than 2,000 workers, serving in more than 70 countries and sent by churches from all parts of the world.

Joining a wonderful team

You will be joining a friendly, prayerful, vision-led team, located in our Cambridge office and working remotely across the UK. We support more than 120+ mission workers working on multi-ethnic teams around the world, as well as working with churches here in the UK. We meet daily to pray for our mission workers around the world and spend time hearing their stories about how God is at work.

The Communication and Engagement Team is currently made up of the Head of Communications, an Engagement Officer and a Prayer Coordinator. This role will be mostly based in the Cambridge office, with some ability to work flexibly. You will be joining a passionate team of communicators who want to get the message out about what God is doing around the world and inspire others to get involved in serving and praying.

ETHOS & VALUES

Our ethos is 'by prayer'

Serving In Mission is a community of God's people committed to Biblical truth and passionate about sharing the gospel. The post holder is required to:

- *Have a personal knowledge of and trust in Jesus Christ as Lord*
- *Model Christian discipleship in public and private life*
- *Sign their full agreement with the SIM Commitment Statement*
- *Have a belief in the power of Christian prayer for God to provide and guide in the needs of the mission*

You can read more about our vision, mission & values at: sim.co.uk/about/vision-and-values

UK Staff and some of our Mission Workers at our Spiritual Life Conference 2025



HOW THIS ROLE RELATES TO OUR MISSION:

Our mission:

We are compelled by God's great love and empowered by the Holy Spirit:

- We cross barriers to proclaim the crucified and risen Christ, expressing his love and compassion among those who live and die without him.
- We make disciples who will trust and obey Jesus and become part of Christ-centred churches.
- We work together with churches to fulfil God's mission across cultures locally and globally.
- We facilitate the participation in cross-cultural ministry of those whom God is calling.

This role:

You will play a key part in our Communications & Engagement Team:

- This role allows us to tell more people about how they can help us make disciples in places where Christ is least known.
- It will help us to connect better with churches and supporters, so they are better educated and equipped.
- You will play a part in gathering people to pray together and hear more about what God is doing around the world.
- This role will also help us set up a community of people across the UK who are passionate about mission.



JOB SPECIFICATION

Help to organise plans and logistics for SIM conferences and events.

Coordinate planning for the different supporter engagement events and conferences that we organise throughout the year. Helping with venues, speakers, programme and logistics.

Book and manage involvement in external events and conferences.

Ensure that SIM are booked into different festivals and conferences across the UK each year. Ensuring that they are staffed appropriately and that staff have the information and resources needed. Being the point person to coordinate communication with the event organisers. This may also include attending events to represent SIM UK with our exhibition stand.

Support in the distribution of materials to supporters.

Help to coordinate and distribute mailings and resources to supporters. This includes our magazine, prayer materials, support-raising correspondence, and our annual thank-you letter. This will involve generating segmented audiences from our CRM (Beacon) and ensuring that appropriate correspondence is sent to the right people by email, through our mailing company, or posted directly from the office.

Connect with alumni and develop Champion Communities.

Following up with returned mission workers to invite them to be more involved in our SIM UK community. Helping to set up supporter Champion Communities in different locations in the UK. These communities will be small groups of grassroots supporters who are passionate about the mission and will organise local events and connections with mission workers and churches. (Alumni are people who have served as mission workers and are now back in the UK).

Supporting enquirers and questions.

You will be one of the office team members who help each day to respond to phone calls and emails from workers, donors, and prayer partners. Following up on phone calls to develop relationships is required. You will also help with other regular office duties and support other departments where required.

Help with welcoming guests to the Cambridge office.

Being based daily in our Cambridge office, you will provide the first point of welcome and hospitality for our guests at the SIM UK office.

Office support

As you will be part of our friendly team based in the Cambridge office, you will have some duties to help support the day-to-day functioning of the office.

PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL	DESIRABLE
Minimum Work Experience	<ul style="list-style-type: none"> • Experience working in a communications or engagement-type role. • Experience of being responsible organisation and planning of events. • Experience in good customer relationships by phone and email. 	<ul style="list-style-type: none"> • Experience of working with a CRM database or similar digital tools. • Qualification in a relevant area such as communication or event management. • Experience of representing an organisation at exhibitions and conferences.
Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Experience in updating websites and sending Mailchimp emails. • Able to use spreadsheets to create mailing lists and reports. • Very organised and able to work to deadlines. • Warm and relational, an encourager and team player. 	
Personal Attributes	<ul style="list-style-type: none"> • Bible-believing, evangelical Christian • Prayerful • Creative • Able to easily build rapport with people • Committed to high standards of integrity and professionalism • Collaborator • Able to pay attention to detail. 	

This position is subject to an occupational requirement that the holder be a practising Christian under Part 1 of Schedule 9 to the Equality Act 2010.

The post holder must comply with all internal policies and procedures, including (but not limited to) our safeguarding policy and our data protection and privacy policy.

CONTRACT & RENUMERATION

JOB TITLE:	Communications & Engagement Assistant
HOURS OF WORK:	25 hours per week (can be worked over 4 or 5 days)
SALARY:	£26,000 (pro rata based on 37.5hours) which will be £17,333 for the 25 hours.
ANNUAL LEAVE:	24 days of holiday. This includes statutory Bank Holidays, Christmas Eve, and the 3 days between Christmas and New Year.
PLACE OF WORK:	Office based at 6, Trust Court, Histon, Cambridge, CB24 9PW. Hybrid working may be available for a day a week.
RIGHT TO WORK:	We require the post holder for this role to have the right to work in the UK.
PENSION:	Serving In Mission will include the employee in the charity's Defined Contribution Pension scheme and will contribute 8% of salary. The employee's personal pension contributions into the scheme will be set at 3% in line with Auto-enrolment pension legislation.
RESPONSIBLE TO:	Head of Communications and Engagement