

Job vacancy: Communications & Content Assistant



Part-time, permanent role, based at our Swindon office. 20 hrs per week over 3–4 days.
Flexibility on days / hours for the ideal candidate.

UFM Worldwide exists to support churches in making disciples of all nations. Our priorities are to take the gospel to the least reached and to support under resourced churches around the world.

Since 1931 we've had the privilege of helping churches to identify, train, send and support workers for cross cultural mission. Today, we support over 300 mission partners from 39 nations, sent by over 100 gospel hearted churches to serve in 58 different countries.

Responsibilities include assisting the Communications Manager in:

- Editing and maintaining the UFM website and mission partners' support pages.
- Developing and scheduling social media content across UFM platforms.
- Producing, updating, and maintaining digital and printed materials, including the 4 Corners UFM magazine, prayer calendars, event flyers, and support leaflets.
- Assisting in the creation of audiovisual and written content, creative assets, and resources to engage churches and individuals in cross-cultural mission.
- Maintaining the internal UFM portal and cataloguing comms content for future use.
- Supporting the team with administrative tasks related to communications and content management.

The successful candidate will:

- Have a heart for mission and a desire to serve people.
- Be well organised, with strong administrative skills and close attention to detail.
- Be a good team player, flexible, and able to take initiative.
- Have experience in digital communications and social media, with a creative flair.
- Be comfortable working collaboratively across teams to support UFM's objectives.

Salary & benefits:

- Salary: £23,423.40pa, pro rata (full-time equivalent 35 hours per week)
- 10% employer's pension contribution
- 5 weeks annual leave, pro rata, plus statutory public holidays
- 1 week additional leave to serve on an approved mission week, camp or church activity.

For more information or to request an application form and full job description, please contact the Personnel team, personnel@ufm.org.uk, 01793 610 515.

The closing date for applications is Tuesday, 23rd September 2025, with interviews for those shortlisted being held at our Swindon office on Friday, 26th September 2025.

Within the terms of the Equalities Act 2010, it is a Genuine Occupational Requirement that the successful candidate agrees with and signs UFM Worldwide's Statement of Faith.

UFM Worldwide is a registered Charity in England & Wales (No. 219946) and
in Scotland (No. SC039343)

www.ufm.org.uk/jobs