

Job description

Job Title:	Communications & Content Assistant
Appointed by:	Head of Finance & Operations
Reports to:	Communications Manager
Responsible for	n/a
Contract type	Permanent
Location	Working in our Swindon office, SN4 8SY
Date last reviewed	September 2025
Hours	Part-time, 20 hours per week over 3-4 days

Purpose of the Role

To provide administrative and communications support across UFM's internal and external platforms, helping to strengthen connections with mission partners, churches, volunteers and suppliers. The role contributes to UFM's aim in informing, equipping, and engaging the Church in cross-cultural mission.

We're open to moulding the role, in terms of both working hours and responsibilities, for the right candidate.

1. Communications

To assist the Communications Manager in:

- 1.1. Editing the UFM website, liaising with the wider UFM team to ensure that content is accurate, up to date and easy to access, reflecting the ethos and values of the mission and having both UFM members and the wider Christian public in mind.
- 1.2. Developing UFM's social media output, ensuring this reflects the ethos and values of the Mission.
- 1.3. The production, development and updating of content, including:
 - UFM digital and printed materials, including but not limited to the 4 Corners UFM magazine, prayer calendars, event flyers & mission partner support leaflets
 - Creating and maintaining our mission partners' support pages on the website
 - Assisting with the creation of audio visual and written content, creative assets and resources to help inform, support and engage churches and individuals in cross-cultural mission
 - Collate and repurpose existing resources from across the mission for use on digital channels and on the internal UFM portal.
 - Review, catalogue, and appropriately store communications content and media from the UFM family for future use and effective access.
- 1.4. Maintain and develop the internal UFM portal with relevant content for UFM mission partners, staff and trustees.

2. IT

- 2.1. Working with other UFM staff to develop and maintain our database of contacts, ensuring the right people are receiving the right communications.
- 2.2. To liaise with the Systems Development Manager relating to the technical operation of the website.
- 2.3. Assist the Data Officer in maintaining GDPR compliance.

3. Prayer

- 3.1. To lead by example in praying regularly, both privately and publicly, for the Mission, missionaries and staff.
- 3.2. To participate in the regular staff prayer meetings as part of maintaining the team spirit and in sharing in the support of those who are serving with the Mission.

The Individual

Skills & Experience

- Strong communication and administrative skills
- Experience in digital communications and social media
- Organisational skills with the ability to manage multiple projects
- Creative flair and attention to detail
- Comfortable working collaboratively within a team

Education & Qualifications

- Good standard of general education
- Relevant experience in communications or administration

Personal Attributes

- A committed Christian with a heart for cross-cultural mission
- A passion for gospel work and in sympathy with UFM's vision and ethos
- Demonstrates integrity, humility, and a servant-hearted approach
- Actively involved in a local church

Additional Information

- This is a permanent position based in the Swindon office.
- The duties listed are not exhaustive. Flexibility may occasionally be required to support events or meet key project deadlines.
- All staff are expected to uphold appropriate confidentiality and comply with the Data Protection Act.