

UFM Worldwide – Communications & Content Coordinator



Job description

Job Title:	Communications & Content Coordinator
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	April 2026
Hours	Part-time, 25 hours per week over 3-4 days

Purpose of the Role

To work with the communications manager in developing and delivering digital and print communications across UFM's internal and external channels, to engage and resource churches as they seek to send out gospel workers to fulfil the great commission.

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. Improving how churches and individuals engage with and respond to UFM digital and print resources. Championing the way in which UFM delivers its external content and communications across new and existing platforms.
- 1.2. Thinking about and creating innovative content for internal and external channels, collaborating with mission partners and staff to produce exciting new resources that challenge and encourage churches as they catch a vision for world mission.
- 1.3. Maintaining, developing and optimising UFM's website and digital portal to increase engagement with mission partners, churches and other stakeholders, as they learn about, and partner in long-term cross-cultural mission.
- 1.4. 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 resources & mission partner support leaflets.
 - Creating and maintaining our mission partners' support pages on the website
 - Assisting with the creation of audiovisual 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.

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, mission partners 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
- A passion for digital communications and social media
- Ability to handle multiple projects
- Creative flair and attention to detail
- Comfortable working collaboratively within a team

Education & Qualifications

- Good standard of general education
- Demonstrable skills 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.