

**SAT-7 UK**  
**Communications Officer (Maternity Cover)**  
**Job Description**



<b>Role:</b>	Communications Officer
<b>Location:</b>	SAT-7 UK office, Chippenham
<b>Hours:</b>	37.5 hours per week (both part time and full time considered)
<b>Salary:</b>	£18,000 to £25,000 pro rata
<b>Annual Leave:</b>	25 days pro rata

**The Communications Officer (CO) reports to the Communications Manager within the External Engagement Department (comprising Communications, Development and Engagement teams). The CO has responsibility for writing materials including SAT-7's prayer materials, and (ideally) for designing these and other resources.**

**Principal tasks:**

Essential

- Write copy for various publications in both print and digital form, including general leaflets and prayer materials, including a bi-monthly prayer diary and special prayer campaigns such as Lent and Advent
- Liaise with SAT-7 International communication team via regular Skype calls
- Provide input to other ad hoc communications tasks as required

Desirable

- Experience in Adobe InDesign to design assets including the prayer publications for print, email and web
- Provide design support to the rest of the Communications team, and create graphics for use across different platforms
- Design resources for the Engagement and Development teams, such as leaflets, newsletters and PowerPoints

**General responsibilities:**

- In all communication ensure consistent messaging, branding and tone of voice for the intended audience and that content conforms to SAT-7's security and style guides
- Demonstrate competence in Microsoft Word and (ideally) Adobe InDesign
- Alongside other members of the Communications Team, assist other colleagues in responding appropriately to communications from supporters and other organisations
- Liaise with SAT-7 staff from other offices for mutual sharing of ideas and resources
- Assist the Communications Manager, and represent SAT-7 UK at external meetings and events or conferences as required
- At all times operate within relevant statutory requirements and guidelines, following best practice recommendations wherever possible. Especially ensure compliance with the Fundraising Regulator and Data Protection Legislation

**Spiritual life:**

- Set Christian standards in the working environment
- Attend appropriate staff meetings to hear updates, share and coordinate activities and spend time in prayer and worship together
- Lead or participate in devotional sessions of prayer and biblical reflection
- Be committed to SAT-7 UK's Missions, Values and Beliefs
- Maintain own spiritual development and relationship with God, e.g. through individual prayer and reflection

*There is an Occupational Requirement, in accordance with the Equality Act 2010, for the position to be filled by a committed Christian.*

**Location SN15:** the role is based in our Chippenham office; candidates must be eligible to work in the UK, with a valid visa and work permit already in place if required.

**How to apply:** If you are interested in this role, please send your completed application, CV and covering letter to Rachel Fadipe at [hr@sat7uk.org](mailto:hr@sat7uk.org). *(Unfortunately candidates sending in a CV without an accompanying application form cannot be considered for shortlisting.)*

Closing date: Midday on Friday 20 September. Interviews will be scheduled for 30 September.