DATA & SYSTEMS OFFICER

SAT-7 UK

APPLICATION PACK

SAT-7 UK is looking to recruit a Data & Systems Officer to inspire and influence the UK Church to show love, strengthen faith and bring joy to millions of people across the Middle East and North Africa.

Role:	Data & Systems Officer
Location:	Based at our Chippenham office (hybrid/home working options available)
	Candidates should have the right to work in the UK – no overseas applications will be considered
Salary:	£24,000 to £27,000 per annum pro rata depending upon experience
Contract term:	Permanent
Hours:	22.5 hours per week (3 days)
Annual Leave:	33 days per annum pro rata (including bank holidays)
Closing Date:	23 October 2025

SAT-7 UK VISION & MISSION

SAT-7 UK is part of an international Christian media ministry, bringing life-changing joy to the people of the Middle East & North Africa through powerful, faith-filled television and digital media programmes.

BRINGING JOY Through powerful, faith-filled television programmes and digital media, we are bringing joy to millions of lives across the Middle East.

SHOWING LOVE Across four channels, reaching millions of viewers in 25 countries, broadcasting 365 days-a-year, we are showing God's love to the Middle East and North Africa.

STRENGTHENING FAITH Our Arabic, Turkish and Persian programmes encourage and strengthen often-isolated Christians in their faith and provide a fresh perspective of faith for those asking questions about Jesus.

JOB DESCRIPTION: Data & Systems Officer

We are seeking a curious, tech-friendly Data & Systems Officer to keep our supporter and operational data flowing seamlessly. In this role, you will combine your expertise of technology and systems to help the Operations team develop efficient ways of working with our systems. This role provides opportunities to dive into multiple systems whilst finding solutions to improve workflows, automate tasks and optimise data flow. The Data & Systems Officer (DSO) will report to the Operations Manager and will become an integral part of the Operations team to make a real impact on supporter engagement and team efficiency.

If you're looking for a role where curiosity creativity and tech enthusiasm is valued, we'd love to hear from you!

Operations Manager

Data & Systems Officer

- Finance Officer
- Operations Officer
- Donor Services Officer
- Donor Services Administrator

KEY RESPONSIBILITIES

Systems & Users

- Support automations, workflows, and templates in Dotdigital and Raisers Edge NXT.
- Research and introduce new tech solutions.
- Manage user accounts, permissions, and security across key systems.

Data & Processes

- Keep data accurate and flowing smoothly between systems.
- Troubleshoot and solve technical issues.
- Identify opportunities to automate tasks and improve processes.
- Support teams to use systems more effectively.

Reporting & Support

- Prepare mailing lists, reports and dashboards.
- Liaise with external IT providers and CRM consultants.
- Contribute to policies, training and best practices.

Extra Support

- Support the Operations Team during busy periods including helping with online shop orders and donation processing when needed.

GENERAL RESPONSIBILITIES

- Use Customer Relationship Management systems to ensure efficient and secure storage of information.
- Represent SAT-7 UK at conferences and events as required.
- At all times operate within relevant statutory requirements and guidelines, following best practice recommendations wherever possible. Specially ensure compliance with the Fundraising Regulator and General Data Protection Regulations.

SPIRITUAL LEADERSHIP

- To set Christian standards in the working environment and to lead by example.
- To attend appropriate staff meetings to hear updates and share and coordinate activities and spend time in prayer and worship together.
- To lead or participate in spiritual sessions of prayer and biblical reflection within the Team.
- To be committed to SAT-7 UK's Missions, Values and Beliefs.
- To maintain own spiritual development and relationship with God e.g. through individual prayer and reflection days.

PERSON SPECIFICATION

Essential Skills and Abilities Required

- Experience managing information systems, databases and digital platforms.
- Demonstrate a clear understanding of system administration.
- Ability to problem solve and apply practical knowledge of troubleshooting.
- Proven history of experience in process automation and workflow optimisation.

- Computer literacy (e.g. MS Office 365, Word, Excel, Outlook, PowerPoint)
- Willingness to make personal contributions to staff devotions, reflecting Christian beliefs
- Supportive of the vision and values of SAT-7 UK.

Desirable Skills and Abilities

- Experience in using Raisers Edge NXT, DotDigital, Zapier and Dataro (or similar systems)
- Relevant qualifications in Data and Systems.
- Understanding of cyber security, data governance and IT policies.

WORKPLACE BENEFITS INCLUDE

We want all our employees to thrive at work, as such we aim to provide excellent benefits including:

- Our bright, comfortable office is based in the heart of Chippenham, Wiltshire. We are a short walk from the train station with a wide selection of shops and cafes close to the office.
- 25 days leave per annum plus of bank holidays pro rata*. After 2 years of service, holiday allowance increases by 1 day each year to a maximum of 30 days pro rata*.
- Flexible remote and hybrid working opportunities, subject to the requirements of your role.
- Core working hours are from 10am to 3pm each day.
- A defined contribution pension scheme, with employer contributions of 5%
- Generous sick pay entitlement
- Team days are held throughout the year with an all staff gathering held once a year
- Cycle to work scheme
- Death-in-service scheme, after 2 years of service (subject to scheme eligibility)
- Opportunities are offered to visit a SAT-7 studio location inside or outside the UK or attend SAT-7's Annual Partnership Gathering.
- £50 gift card at Christmas
- Health cash plan (provided by Medicash)
- Learning and development opportunities which are personalised to your role

*pro rata means that for part time workers allowances are adjusted by the proportion of working hours.