

COMMUNICATIONS ASSISTANT Job Description

Winter 2026

JOB TITLE: Communications Assistant

ROLE: 12-month contract, with the possibility to be renewed or become permanent.

WORKING HOURS: Part-time. 2-3 days a week.

LOCATION: Home-based for someone living in the UK.

HOLIDAY ENTITLEMENT: 20 days paid holiday pro rata. In addition, Bank Holidays and the days between Christmas and New Year are paid but not counted as working days (pro rata).

PREFERRED START DATE: April 2026.

PROBATIONARY PERIOD: 2 months.

SALARY & BENEFITS: £23,500-£24,000 paid pro rata. In addition, there is a monthly £30-£52 working from home allowance. A work laptop and printer, if needed, will be provided.

MAIN PURPOSE OF THE ROLE:

Working directly with our Senior Communications Manager, **the Communications Assistant** will be primarily responsible for increasing the productivity and effectiveness of our communications in the UK and Europe. Accountable to the Senior Communications Manager.

HOW TO APPLY:

- Please send your CV with a 1-2 page cover letter to James Baldock at james@mem.org.
- Applications close midnight **Sunday 8th March 2026**.
- If selected for interview, you will hear from us by the 20th of March.
- Interviews **w/c 23rd March 2026**.
- Please contact James if you would like to discuss the role or have any questions.

Charity Overview

Having started in 1975 with a printed media, today MEM produces and uses indigenous Christian digital media that, as God enables, moves people towards life-transforming faith in Jesus Christ. In addition, our teams holistically empower other content creators in countries where it is most challenging to be Christian. We walk with them on their journey of faith so they too can reach out to the unreached in their communities. The goal of our MEM office in the UK & Europe is to provide support to the field teams by increasing the profile of our work and raising much-needed funds for the projects in the Middle East.

Responsibilities of Communications Assistant

- Work with the communications team to plan content strategy across platforms.
- Assist in producing creative and appealing written content for digital distribution channels and more traditional printed material.
- Maintain and update the MEM website (Wordpress CMS).
- Create and schedule emails through MailChimp.
- Accurately and regularly update our CRM (Beacon).
- Assist in developing supporter relationships and care.
- Proof-read or edit articles and documents as required.
- Update or produce promotional materials as and when required.
- Support the Senior Communications Manager in creating fundraising campaigns.
- Occasionally represent MEM at major local and national meetings and conferences.
- Research and develop creative and appropriate stories from the field, for the purpose of highlighting the importance of MEM's ministry projects.
- In all areas follow MEM's international branding, security and communication guidelines.
- Attend meetings and trainings to help assist in your development and stay current in communications best practices.

Person Specification

Essential	Desirable
<ul style="list-style-type: none">• Strong organisational/admin skills• Very good command of written and spoken English• Copy writing, editing and computer savvy• Self-starter, good at working independently as part of a team, and remotely• Quick learner and able to multitask• Able to absorb and process a large amount of information• Editorially curious storyteller• Able to take initiative and be proactive• Attention to detail• Flexible and able to cope with change• Proven ability to think analytically, overcome obstacles and work to tight deadlines• Mature Christian and wholly sympathetic with the vision and strategies of MEM• Discreet and discerning when handling confidential information• Have a sense of calling to this work	<ul style="list-style-type: none">• Experience in a related role• Experience using MailChimp, Wordpress and CRM systems• Degree level education• Interest and understanding of the Middle East and North Africa (MENA) and Christian mission in the region