

## FFWPU UK: Join Our Community as Our Communications and PR Officer

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### Join Our Community as Our Communications and PR Officer!

We are excited to share a meaningful new opportunity within FFWPU-UK: the role of **Communications and PR Officer**. This position sits at the heart of how our organisation communicates its mission, values, and stories—both within our community and to the wider public.

#### A Role with Real Impact

The Communications and PR Officer plays a key part in shaping our public presence and strengthening connections across all FFWPU-UK communities. By developing engaging communication and media content, the postholder will help inspire members, raise the charity's profile, and expand our reach.

Working closely with the National Director, this role also leads on UK media engagement, ensuring the

organisation is represented clearly, professionally, and consistently.

### **What You'll Be Doing**

This is a dynamic and creative role, offering variety and purpose in equal measure. Responsibilities include:

- Creating compelling written and video content
- Managing newsletters, social media, and website updates
- Producing promotional materials for events and announcements
- Writing reports and community-focused stories
- Managing media enquiries, press releases, and news articles
- Building relationships with journalists and monitoring media coverage
- Supporting FFWPU-UK's public relations strategy and brand identity

With a 35-hour work week and a hybrid working pattern, the role offers flexibility while also providing opportunities for onsite collaboration at our head office in London.

### **Who We're Looking For**

This role is ideal for someone who enjoys creative storytelling, values community life, and is confident in communications, writing, and media work. It requires strong organisation, a proactive approach, and the ability to work well under pressure.

The postholder must also be a practising FFWPU member committed to the teachings and values of Sun Myung Moon and Hak Ja Han, as active participation in the spiritual life and mission of FFWPU-UK is an important part of the role.

### **Why This Role Matters**

Through high-quality communication and thoughtful storytelling, you will help shape how our mission is shared across the UK. The work you do will support unity, inspiration, and engagement throughout our community—and help build a positive, uplifting public presence for FFWPU-UK.

### **How to Apply**

If this opportunity speaks to you, please send your **CV and cover letter** to [humanresources@ffwpu.org.uk](mailto:humanresources@ffwpu.org.uk) by **31st March 2026**. Applications will be reviewed on a rolling basis and may close early if a suitable candidate is found.



## FAMILY FEDERATION FOR WORLD PEACE AND UNIFICATION (UK)

43 Lancaster Gate • London W2 3NA • United Kingdom

[familyfedcommunity.org.uk](http://familyfedcommunity.org.uk) • [ffwpu.org.uk](http://ffwpu.org.uk) • [hq@ffwpu.org.uk](mailto:hq@ffwpu.org.uk)

### Job Description

Job Title	Communications and PR Officer
Department	Head Office
Reports to	National Director
Work Schedule	35 hours per week - Due to the nature of this position, the post holder may occasionally be required to adjust their working hours, including weekend and bank holiday duties.
Location	Hybrid - This role follows a hybrid working pattern. You may work remotely or from our head office (at 43 Lancaster Gate, London W2 3NA), depending on the tasks and organisational needs. On-site days will be required for collaboration, meetings, or team activities. Occasional travel to other locations may also be required to support the charity's activities.
Salary	£30,000 - £35,000 per year (depending on experience)
Annual Leave	25 days plus bank holidays

### Position Summary

By developing the public- and community-facing communication of FFWPU-UK, the Communications and Media Officer plays a key role in informing and inspiring existing communities, raising the charity's profile in both online and mass media, and expanding its reach and engaging new audiences. They will serve as the primary point of contact for all UK media enquiries, ensuring the organisation is represented professionally and consistently. They will support the National Director in cultivating and maintaining strong, positive relationships with journalists and media outlets to build a healthy, effective media presence for FFWPU-UK. They will edit the charity's online publications and coordinate voluntary contributions and community reports to ensure high-quality content. Through effective communication and storytelling, they will promote FFWPU-UK's mission and values and support a unified, integrated approach to all communications. This role is ideal for someone who enjoys creative storytelling, values community life, and wants to help shape a welcoming and uplifting public presence for the organisation.



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### **Responsibilities and Duties**

#### **Communications**

- Create compelling stories by interviewing individuals and producing high-quality written and video content for events, campaigns, and digital channels.
- Act as both an editor and a product manager for newsletters, social media, and the FFWPU-UK websites, ensuring online news and media sections remain up-to-date.
- Create or contribute to the creation of promotional content for events and announcements, including posters, banners, short videos, and other formats. Communicate announcements clearly and effectively.
- Write and copyedit reports on recent events, presenting stories that engage both the community and the public.
- Monitor the communications email inbox.

#### **Media Relations**

- Manage all external-facing UK media enquiries; prepare press releases, statements, and news articles in consultation with the National Director and other advisors.
- Build and maintain strong relationships with journalists and media outlets; arrange interviews and monitor press and broadcast coverage.
- Research media opportunities across print, web, radio, and TV, including commissioning op-eds and developing case studies with local communities.

#### **Public Relations**

- Support the development of FFWPU-UK's brand identity, ensuring consistent messaging and a positive public profile.
- Assist with crisis communication planning to protect the charity's reputation.
- Manage the public relations budget and collaborate with colleagues to support smooth and timely organisational operations.
- Attend and support visits, public events, and fundraising activities as needed, which may occasionally occur during evenings or weekends.
- Undertake any other reasonable duties as required within this role.

### **Essential Qualifications, Experience and Skills**

- Well-versed in all aspects of the Unification Movement.
- Hold a Foundation Course qualification in Marketing, Public Relations, Communications, Graphic Design, or a related field.
- Proven ability to write press releases, case studies, media statements, and news articles.
- Strong copywriting, editing, and proofreading skills.



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- Skilled in monitoring and evaluating media coverage and trends.
- Able to absorb complex information quickly and produce clear communication plans.
- Experience managing multiple priorities in a fast-paced environment.
- Background in communications, public relations, media, advertising, marketing, or social media.
- Competent with Microsoft Office and experienced in video editing and graphic design.

### **Desirable Qualifications, Experience and Skills**

- Qualification in Marketing, Public Relations, or Communications.
- Strong copywriting, editing, and proofreading skills.
- Confident negotiator with excellent influencing, networking, presentation, and diplomacy skills.
- Understanding of charity-related marketing and fundraising legislation.

### **Personal Attributes**

- Excellent written and verbal communication skills, able to engage with a wide range of people.
- Keen sense of humour (at ease with meeting journalists, news editors, and producers face-to-face).
- Highly organised, proactive, and able to work to tight deadlines.
- Supportive team player who communicates openly and helps others succeed.
- Calm under pressure, with strong attention to detail and a commitment to quality.
- Creative and forward-thinking, with the confidence to propose new ideas.
- This role carries an Occupational Requirement (OR) that the post-holder be a practising FFWPU member committed to the teachings and values of Sun Myung Moon and Hak Ja Han.
- Active participation in the spiritual life and mission of FFWPU-UK is an important part of the role.
- The creativity and courage to set the direction and inspire others to follow.

### **Job Dimensions**

- No line management responsibilities.
- Has some budgetary responsibilities.
- Liaises with volunteers and external contractors.



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### **Physical Demands**

The role requires standing, walking, sitting, lifting, using hands and arms to handle items, and communicating effectively.

### **Work Environment**

The noise level in the work environment is usually moderate.

### **Travel Requirement**

This post requires occasional UK and international travel.

### **Risk Management**

All employees share responsibility for identifying and managing risks within their work area. This includes:

- Taking reasonable care of personal safety and the safety of others
- Completing required Health & Safety training
- Reporting newly identified risks promptly to the Line Manager

### **Why work for FFWPU-UK?**

- Make a meaningful impact by shaping how FFWPU-UK communicates its mission, values, and stories to wider society.
- Be part of a mission-driven environment where creative storytelling, community engagement, and faith-centred communication are genuinely valued and supported.
- Grow professionally through hands-on media work, strategic communications projects, workshops, and access to funding for further study or qualifications.
- Enjoy excellent work-life balance, including a family-friendly 35-hour work week, flexible hours, and the option to work remotely or hybrid.
- Benefit from generous time off, including 25 days of annual leave plus bank holidays (pro-rated for part-time roles).

### **How to Apply**

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Applications will be reviewed on a rolling basis, and the position may close early if a suitable candidate is identified.

We look forward to hearing from you!