



**United Bible  
Societies**

**JOB TITLE:** Communications Manager

**RESPONSIBLE TO:** China Partnership Director

**JOB GRADE:** D

**LOCATION:** China Partnership Hub

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## **BACKGROUND**

The UBS China Partnership (CP) leads, manages, and coordinates the Bible ministry partnership in China on behalf of the UBS Fellowship.

## **JOB SUMMARY**

Manage multi-faceted communications within the UBS fellowship, as well as outside the fellowship, to increase awareness, support and facilitate the raising of resources and funds for CP Bible ministries, through working with the CP Bible Programmes Team and CP church partners in China in the harvesting and reporting of testimonies and stories from the field, evaluating and crafting appropriate responses to fundraising enquiries.

## **APPOINTED BY**

China Partnership Director

## **ROLES AND RESPONSIBILITIES**

1. Plan, write and edit testimonies, impact stories, donor reports and other communications materials for CP.
2. Coordinate the production of core communication collaterals including the CP Project booklet, CP Bible brochures and CP Annual Magazine, etc, for both online and hardcopy publication.
3. Maintain and enhance the CP organisation website with meaningful content consistent with the vision and mission of the organisation's Bible ministry.
4. Oversee the CP social media platforms (Facebook Page and Instagram) ensuring the creation and sharing of meaningful and relevant content to raise awareness and support for CP Bible ministry.
5. Manage the collection of China Church statistics and regularly update the Bible Society-internal website for sharing of information and media reports related to China and our Bible programmes.
6. Support and assist China Partnership Director in executing strategies to raise the visibility and profile of CP identity and ministry, benchmarking against current best practices in communications.

7. Support and review the communications work of various funding Bible Societies in their appeals, updates and reporting to donors and supporters.
8. Provide communications (writing, translation and editorial) support for CP Field and Program Managers to meet the communication needs for various projects reporting and for story sharing.
9. Assist China Partnership Director in training and coaching of CP Program team for the full process of story collection including conducting interviews, writing, proofreading, and publishing of stories.
10. Assist in the planning of communication and other trips to China for various Bible Societies as well as trips from China to Bible Societies and accompany on these trips.
11. Work closely with CP Relations Manager in the hosting of delegates from Bible Societies and China ministry partners.
12. Carry out any other duties, particularly editorial tasks, as may be assigned by the China Partnership Director.

#### **ESSENTIAL SKILLS & EXPERIENCE**

- Excellent writing skills, verbal and written communication skills in English and Chinese, preferably with prior work experience in journalism and/or publishing.
- Possessing a burden for missions in China and an understanding of its culture and context.
- Ability to work in a team, across virtual teams, as well as with external partners such as writers, translators, and designers.
- Excellent interpersonal skills, with the ability to take initiative in identifying and pursuing opportunities to improve relationships with fundraisers and supporters.
- Well-developed organisational and time management skills to appropriately prioritise tasks to meet deadlines.
- Self-motivated, with enough personal confidence to be open to continuous learning and development.
- Modelling and demonstrating an ability to manage one's own emotions and behaviours, particularly through times of change.
- Willing to work unsociable hours when required.
- Experience in operating in a multi-cultural environment with sensitivity to different world views and opinions.
- Comfortable working in a Christian organisation with sensitivity to the breadth of church support that UBS enjoys.
- Ability and willingness to travel nationally and overseas.
- Proficient in Google and social media platforms, MS Word, PowerPoint, Excel and other applications.

### **Desirable Skills and experience**

- Knowledge and understanding of current trends in communication platforms, marketing communications and digital media/social media.
- Prior working experience in global networked teams, and a track record in using all available communication tools in the context of a dispersed staff team.
- Prior working experience with an organisation operating in China or one with China-related interests.
- Prior working experience in an international Christian ministry.

### **Location**

- Preferred to be based in Singapore or in the Asia Pacific Region within a five-hour flight from China.

### **How to apply**

Please submit the following **2 documents** by email to [blow@biblesocieties.org](mailto:blow@biblesocieties.org) by the closing date given below. Please enter *UBS CP Communications Manager* as the email subject;

1. Up to date CV in **English**.
2. Cover letter outlining your suitability for this role in **English**.

**Applications Closing Date:** 31 May 2026