

FFWPU UK: Six Job Opportunities and FFWPU UK's ecosystem

Bogdan Pammer
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Six Job Opportunities and FFWPU-UK's ecosystem

Dear brothers and sisters, members and friends of FFWPU-UK,
We are happy to announce six job opportunities.

The headquarters of FFWPU-UK is recruiting for the following roles:

- Executive Officer.** [Click here](#) to see job description.
- Director of Finance and Operations.** [Click here](#) to see job description.
- Operations Officer.** [Click here](#) to see job description.
- Finance Officer.** [Click here](#) to see job description.
- Property Portfolio Manager.** [Click here](#) to see job description.
- Director of Ministry and Services.** [Click here](#) to see job description.



Good to know:

We are making a fresh start under new leadership.

The advertised roles are both full-time (35h or 5 days per week) and part-time (21h or 3 days per week).

FFWPU-UK HQ offers a family-friendly 35h work week, a generous annual leave package and hybrid work arrangement.

We are developing a work environment dedicated to purposeful excellence and personal growth.

We are also taking a fresh and systemic look at our FFWPU-UK ecosystem.

Watch the video below to get an overview of FFWPU-UK ecosystem space.

To know more, read the detailed Job Descriptions and Advertisements above.

Read this [blogpost](#) to read about FFWPU-UK's reason for being.



If you are interested in this role, please email your CV and cover letter to humanresources@ffwpu.org.uk by 30 September 2025. We will assess applications on a rolling basis and may close the process earlier if the right candidate is found. We look forward to hearing from you!



FAMILY FEDERATION FOR WORLD PEACE AND UNIFICATION (UK)

43 Lancaster Gate • London W2 3NA • United Kingdom

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Job Description

Job Title	Executive Officer
Department	Headquarters
Reports to	National Director
Work Schedule	Part-time (21 hours per week) or full-time (35 hours per week) – <i>flexible for the right candidate. Due to the nature of this position, the postholder should have a flexible approach to working hours and be prepared to undertake occasional weekend and bank holiday duties.</i>
Location	Hybrid – <i>We value a healthy work-life balance and currently offer a 35-hour work week with a hybrid schedule. Employees can work remotely or from our office (43 Lancaster Gate, W2 3NA, London), based on task requirements or personal work preferences. Working from the office may be required for tasks that demand a high degree of collaboration. As a new staff team begins at headquarters, the exact ratio of remote and on-site days will be determined collaboratively based on FFWPU-UK's needs and individual personal circumstances. You may also be required to travel to and work from other locations and sites as determined by the charity's needs.</i>
Salary	£16,300 to £34,600 per year <i>The yearly salary depends on qualifications and hours.</i>
Annual Leave	25 days plus bank holidays for full-time roles; pro-rata for part-time roles

Position Summary

The Executive Officer will work closely with the National Director to implement FFWPU UK's vision, mission, and strategy. The postholder will help set priorities, track progress toward organisational goals, and ensure clear and timely communication across the charity's communities and departments.

This is a role with significant scope for initiative. Working at the heart of the charity, the Executive Officer will coordinate staff meetings, act as a human resource focal point, foster strong relationships with staff, members and communities, enhance a positive and unified organisational culture, and ensure that both internal and external communications reflect and strengthen FFWPU UK's mission. The position is dynamic and may evolve according to needs.



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Responsibilities and Duties

Strategic Support

- Work with the National Director to move FFWPU-UK progressively toward its mission and vision.
- Support the National Director to ensure clarity of organisational goals and priorities and alignment of the work schedules and meeting agendas, and a unified organisational approach.
- Support the National Director in strengthening the cooperation between HQ and communities and support the cooperation of departments with local communities, to achieve common goals effectively and to work together harmoniously.

Organisational and Administrative Support

- Assist National Director with daily administrative tasks, including managing calendars, scheduling meetings, and organising travel arrangements.
- Organise and coordinate weekly meetings and regular retreats for staff, including logistics and materials preparation.
- Prepare reports, presentations, and other documents as needed, ensuring accuracy and professionalism.
- Gather and consolidate information from communities and departments
- Maintain organised records and files, ensuring easy access to important documents and information

Communication

- Handle correspondence, prioritise emails, and respond to inquiries on behalf of the executive.
- Liaise with the Communications Officer to ensure consistent, effective communication with membership, communities and external audiences through online channels, print publications, and social media.
- Collaborate with the Communications Officer to create digital content that aligns with the charity's strategic objectives.
- Ensure effective internal communication throughout FFWPU-UK to strengthen organisational unity and engagement.

Human Resources and Volunteer Management

- Act as the HR contact point with the external HR consultant.
- Support the National Director or external mediators in mediating conflict resolution among employees and volunteers where required.
- Organise inductions and essential training for all new employees and volunteers.



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- Collaborate with the Operations Officer to ensure all employees have access to the required training.
- Support communities and departments in managing volunteers to ensure a positive volunteering experience.

Grants and Community Support

- Work with the Director of Ministry and Services to manage the budget/grant application process for FFWPU grantees, ensuring timely receipt of financial and activity reports, reviewing activity reports and following up, monitoring that all grant conditions are met by recipients.
- Work with the Operations Officer to support communities with church logistics (e.g., access to books, candles and other holy items, certificates, and other resources).

Any other duties as required by the National Director, which are commensurate with the position, to help manage the efficient and timely operation of FFWPU UK.

Essential Qualifications, Experience and Skills

- Strong commitment to FFWPU's mission, vision and values
- Educated to degree level or equivalent experience.
- Strong organisational skills with the ability to set priorities and manage multiple projects and deadlines.
- The ability to work with people from diverse backgrounds effectively and sensitively
- Ability to build positive relationships and foster collaboration across diverse teams and communities.
- The ability to operate in a community-focused environment.
- Proactive, solution-focused approach and problem-solving skills.
- Good knowledge of Microsoft Office Suite and database systems
- Experience in HR processes and volunteer management (desirable).

Personal Attributes

This role is subject to an Occupational Requirement (OR) that the successful applicant is a practising FFWPU member who is committed to the values, beliefs and behaviours set out in the teachings of Sun Myung Moon and Hak Ja Han.

- Strong and living relationship with God
- Hold exemplary standards of faith and character
- Practising a life of devotion and prayer
- A strategic planner
- Collaborative management style
- Resilient and flexible



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- Self-motivated with an engaging level of enthusiasm
- Innovative and creative

Job Dimensions

The post holder has no line management responsibility for FFWPU UK employees and volunteers. He/she has no budgetary responsibility.

Physical Demands, Work Environment and Travel Requirement

The physical demands and work environment characteristics described here are representative of those that must be met to successfully perform the essential functions of this job.

Physical Demands: While performing duties of this job, employee is required to stand; walk; sit; use hands to fingers, handle or feel or control objects; reach with hands or arms; and talk and hear.

Work Environment: The noise level in the work environment is usually moderate.

Travel Requirement: This post will require occasional UK travel, which may involve some overnight stays.

Risk Management

All employees have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All employees are required to complete all Health and Safety Training as requested.

As an employee of FFWPU UK, you are required to be risk aware, readily able to identify risks faced by you and by FFWPU UK in the course of your day-to-day employment. Where a new risk is identified, it is to be reported to your Line Manager.

We Offer

- Work environment that allows for personal initiative to creatively shape our community and movement.
- Commitment to spiritual growth and personal development, including access to training programs, workshops, and funding for certifications or further education.
- Family-friendly 35-hour work week and options for remote/hybrid work, flexible hours, and part-time roles to support work-life balance.
- Generous annual leave package (25 days plus bank holidays for full-time roles; pro-rata for part-time roles)



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Job Description

Job Title	Director of Finance and Operations
Department	Headquarters
Reports to	National Director
Work Schedule	35 hours per week – <i>Due to the nature of this position, the postholder should have a flexible approach to working hours and, in case of emergency, be prepared to undertake weekend and bank holiday duties.</i>
Location	Hybrid – <i>We value a healthy work-life balance and currently offer a 35-hour work week with a hybrid schedule. Employees can work remotely or from our office (43 Lancaster Gate, W2 3NA, London), based on task requirements or personal work preferences. Working from the office may be required for tasks that demand a high degree of collaboration. As a new staff team begins at headquarters, the exact ratio of remote and on-site days will be determined collaboratively based on FFWPU-UK's needs and individual personal circumstances. You may also be required to travel to and work from other locations and sites as determined by the charity's needs.</i>
Salary	£45,000 per year
Annual Leave	25 days plus bank holidays

Position Summary

We are seeking an experienced and forward-thinking Director of Finance & Operations to lead FFWPU UK's financial strategy, operational functions, and property portfolio management. As a member of the Senior Management Team, you will ensure the smooth and efficient running of the organisation, maximising income, minimising expenditure, and maintaining compliance with all legal and regulatory obligations. You will provide strategic oversight while also being willing to step into day-to-day operations when required.

With the organisation entering a new phase under fresh leadership, this role offers significant scope to be proactive in strengthening systems, streamlining processes, and developing the Finance & Operations department to better support our mission. You will work closely with the National Director, supporting both the operational needs of the organisation and its strategic objectives. This is an opportunity to shape FFWPU UK's long-term sustainability, ensuring that its resources – financial, human, and physical – are managed with excellence.



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Responsibilities and Duties

Strategic Leadership

- Act as a key member of the Senior Management Team, contributing to organisational strategy and decision-making.
- Work closely with the National Director to support the charity's external priorities.
- Lead the Finance & Operations department, ensuring alignment with the charity's aims, values, and objectives.
- Develop and implement strategies to maximise income and optimise expenditure across all areas of the charity's operations.
- Ensure all staff in the Operations and Finance departments are able to work effectively to fulfil their roles and provide support where needed.

Finance

- Oversee all financial operations, ensuring accuracy, transparency, and compliance with legal, regulatory, and charity sector requirements.
- Manage and provide ongoing guidance and training to finance staff.
- Oversee the organisation's internal and external budget and grant application processes, including receiving and verifying financial reports, managing the grant cycle, and ensuring timely and accurate submissions.
- Conduct regular financial assessments and prepare timely reports for the Senior Management Team and trustees.
- Lead the annual budgeting process and monitor budgets to ensure they remain on track.
- Oversee capital project funding, working with relevant teams to ensure sound financial management.
- Analyse financial risks and opportunities in potential business initiatives.

Property Portfolio

- Oversee the charity's property assets, working closely with the Property Portfolio Manager to develop viable options for properties in line with agreed objectives.
- Support strategic decision-making around property use, development, leasing, or disposal.
- Oversee the Property Portfolio Manager's activities and participate in operational decision-making where necessary.
- Participate in meetings with external management agencies and contract negotiations where needed.

Operations & Administration

- Lead the charity's operational and administrative functions to ensure smooth day-to-day running.



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- Ensure robust systems, processes, and internal controls are in place to support efficiency, compliance, and risk management.
- Step into operational gaps when required to ensure continuity of service.

Undertake other duties as required by the National Director that are commensurate with the role, contributing to the efficient and timely running of the organisation.

Essential Qualifications, Experience and Skills

- Educated to degree level or above, or intention to study towards one.
- Demonstrated senior experience in finance, operations, or estates management, ideally in the religious, charity or non-profit sector.
- Strong business acumen and understanding of the operational challenges facing organisations.
- Proven leadership skills with the ability to manage multidisciplinary teams.
- Excellent problem-solving skills and ability to adapt to changing priorities.
- Knowledge of financial regulations, compliance standards, and risk management.
- Competence in Microsoft Office and willingness to learn other relevant systems.
- Resilient, calm under pressure, and able to meet deadlines in a fast-paced environment.
- Strong analytical, organisational, and communication skills.
- Flexible and open to evolving responsibilities as the organisation grows.

Desirable Experience and Skills

- Experience working with religious charities or within the not-for-profit sector.
- Familiarity with rural estates and mixed-use property portfolios, including solar farms.
- Experience in advising on development projects.

Personal Attributes

- Enthusiastic, organised and a confident communicator with gravitas and integrity. Must have analytical skills and strategic thinking.
- Ability to take initiative and capitalise on opportunities, work to build up credibility and rapport, take personal accountability for achieving individual and shared goals, and be adaptable within a dynamic, changing environment.

Job Dimensions

The post holder has line management responsibility for the Operations Officer, Finance Officer and Property Portfolio Manager.



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Work Environment: The noise level in the work environment is usually moderate.

Travel Requirement: This post may require occasional UK travel, which may involve some overnight stays.

Risk Management

All employees have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All employees are required to complete all Health and Safety Training as requested.

As an employee of FFWPU UK, you are required to be risk aware, readily able to identify risks faced by you and by FFWPU UK in the course of your day-to-day employment. Where a new risk is identified, it is to be reported to your Line Manager.

We Offer

- Work environment that allows for personal initiative to creatively shape our community and movement.
- Commitment to spiritual growth and personal development, including access to training programs, workshops, and funding for certifications or further education.
- Family-friendly 35-hour work week and options for remote/hybrid work, flexible hours, and part-time roles to support work-life balance.
- Generous annual leave package (25 days plus bank holidays for full-time roles; pro-rata for part-time roles)

How to Apply

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Job Description

Job Title	Operations Officer
Department	Headquarters
Reports to	Director of Finance and Operations
Work Schedule	Full-time (35 hours) – <i>Due to the nature of this position, the postholder should have a flexible approach to working hours and be prepared to undertake occasional weekend and bank holiday duties.</i>
Location	Hybrid – <i>We value a healthy work-life balance and currently offer a 35-hour work week with a hybrid schedule. Employees can work remotely or from our office (43 Lancaster Gate, W2 3NA, London), based on task requirements or personal work preferences. Working from the office may be required for tasks that demand a high degree of collaboration. As a new staff team begins at headquarters, the exact ratio of remote and on-site days will be determined collaboratively based on FFWPU-UK's needs and individual personal circumstances. You may also be required to travel to and work from other locations and sites as determined by the charity's needs.</i>
Salary	£27,300 to £34,600 per year
Annual Leave	25 days plus bank holidays

Position Summary

The Operations Officer plays a central role in ensuring that FFWPU UK operates efficiently, legally, and in alignment with its mission. This role combines operational oversight, compliance, IT coordination, and logistical support, working closely with colleagues, volunteers, and external contractors.

The Operations Officer will oversee policies, data protection, safeguarding, health & safety, and insurance compliance, as well as manage the charity's IT systems and archives. The role also provides logistical support for church activities, oversees elements of national events and international visits, and ensures the smooth operation of day-to-day processes. There is scope for the postholder to take initiative in improving systems, streamlining procedures, and implementing best practices across the organisation.



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Responsibilities and Duties

Legal, Regulatory and Policy Compliance

- Maintain and update operational policies annually, ensuring they comply with all legal and regulatory requirements.
- Advise staff and the leadership team on the implementation of policies across FFWPU UK
- Act as Designated Safeguarding Officer, ensuring the safeguarding policy is up to date and implemented across all communities.
- Oversee safeguarding training requirements and act as the first point of contact for safeguarding concerns.
- Ensure GDPR compliance across the organisation, including the secure handling of personal data.
- Oversee the processing, validation, and renewal of DBS checks for all relevant personnel.
- Liaise with the Health & Safety Consultant and Property Portfolio Manager to maintain and implement an effective Health & Safety Policy for all FFWPU UK venues and events (risk assessments, first aiders, fire marshals, etc.).
- Liaise with the charity's insurer to ensure appropriate insurance cover, including exploring cybersecurity insurance.
- Maintain awareness of compliance issues such as complaints and grievance procedures, ensuring incident reports are properly recorded.

Information Technology and Digital Systems Support

- Oversee the charity's IT accounts and systems, including email accounts, Microsoft accounts, and other software tools.
- Provide basic IT support to employees and volunteers (e.g. troubleshooting laptops, software, and stationery-related issues).
- Manage relationships with IT suppliers and ensure the delivery of solutions that meet organisational needs.
- Maintain and develop the Breeze database (or alternative system) and other digital tools for attendance, membership, and record-keeping.
- Manage cybersecurity compliance and explore improvements to IT security infrastructure.
- Support the digital onboarding of staff, volunteers, and community leaders.
- Explore and implement AI-driven solutions to automate routine tasks, improve productivity, and reduce operational costs, including developing or commissioning a tailored AI model for the charity.

Archives and Records Management

- Oversee the safe storage of physical archives, which are currently spread across multiple properties.



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- Supervise volunteers scanning and digitising historic documents to create a secure, accessible archive.
- Maintain photographic archives of events and key activities.

National Events and Delegations

- Provide oversight and logistical support for national events (e.g., national services), ensuring contractors or volunteers are supported to deliver these successfully.
- Coordinate logistics for official visits from international delegates as necessary.

Church Logistics and Resources

- Work with other staff to oversee ordering, storage, and distribution of key church resources, including books, holy items, certificates, and annual reports.
- Ensure these items are packaged and dispatched in a timely and cost-effective manner.
- Manage VISA application process for foreign workers when needed.

Be available for other duties as required by your Line Manager, which are commensurate with the position, to help manage the efficient and timely operation of FFWPU UK

Essential Qualifications, Experience and Skills

- Educated to degree level or above; or an intention to study towards one
- Ability to maintain high standards of ethics, integrity, and professionalism, including handling sensitive information with confidentiality.
- Strong organisational and prioritisation skills, with attention to detail.
- Excellent interpersonal skills, able to interact courteously and professionally with a wide range of people.
- Proactive and solution-oriented, with strong decision-making skills.
- Flexible and adaptable in a fast-paced, changing work context.
- Competent in Microsoft Office applications, Zoom, and able to learn other relevant applications.
- Awareness of websites and basic digital tools (desirable).
- Experience in compliance, safeguarding, or data protection is advantageous.

Personal Attributes

- Strong commitment to FFWPU's mission, vision and values
- A "hands-on" person who is also capable of strategic thinking and planning
- Self-motivated with an engaging level of enthusiasm
- Self-confident and credible
- Capacity for self-reflection and a commitment to accountability, learning and personal growth



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- Willing to generate and develop ideas and new ways of working
- Experience in change management, recognising that change can be challenging and may not be universally welcome

Job Dimensions

The post holder has no line management responsibility for FFWPU UK employees and volunteers. He/she has some budgetary responsibility.

Physical Demands, Work Environment and Travel Requirement

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Work Environment: The noise level in the work environment is usually moderate.

Travel Requirement: This post will require occasional UK travel, which may involve some overnight stays.

Risk Management

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by their acts or omissions.

All employees are required to complete all Health and Safety Training as requested.

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We Offer

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- Commitment to spiritual growth and personal development, including access to training programs, workshops, and funding for certifications or further education.
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- Generous annual leave package (25 days plus bank holidays for full-time roles; pro-rata for part-time roles)

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Job Description

Job Title	Finance Officer
Department	Headquarters
Reports to	Director of Finance and Operations
Work Schedule	Part-time (21 hours)
Location	Remote
Salary	£16,300 to £20,800 per year
Annual Leave	25 days plus bank holidays for full-time roles; pro-rata for part-time roles

Position Summary

We are seeking a skilled and motivated Finance Officer to oversee and develop the financial operations of FFWPU-UK. This role is crucial in ensuring the charity's funds are managed with accuracy, transparency, and integrity, in line with our aims, policies, and regulatory requirements. The Finance Officer will work across headquarters, local communities, and property managers, ensuring robust systems, accurate reporting, and effective communication between all stakeholders.

With the organisation entering a new phase under fresh leadership, there is significant scope to be proactive — streamlining existing processes, strengthening internal controls, and modernising our financial systems to better support the charity's mission. The successful candidate will not only maintain high standards of compliance and reporting but will also play a key role in shaping the future of our financial operations, ensuring they are efficient, resilient, and aligned with strategic priorities.

Responsibilities and Duties

Headquarters

- Manage and oversee the charity's expenses, donations and investment income, ensuring accurate recording and use of funds in accordance with FFWPU's aims and policies.
- Coordinate the preparation of regulatory reporting and ensure compliance with non-profit financial regulations.
- Ensure that sufficient and accurate records are maintained to support all FFWPU-UK's financial transactions in order to disclose the financial position of FFWPU-UK in a timely fashion by providing timely monthly financial statements. The maintenance must be in accordance with FFWPU-UK's governing documents and relevant legislation.
- Manage or support the annual budgetary process and provide the monthly management account.



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- Ensures that finance systems and processes which support these policies and procedures are implemented and documented.

Communities, Property Managers and other departments

- Liaise with local communities, departments, and properties to ensure they submit accounts to enable scrutiny. Work with the bookkeepers of local communities & departments and property managers to ensure these tasks are performed in accordance with the FFWPU-UK Financial Policy and Procedures.
- Manage organisational cash flow forecasting by working in partnership with staff members in accordance with our financial policy and procedures.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.

Accountants & Auditors

- Monitor and confirm financial condition and provide information to external auditors.
- Outsource relevant finance and accounting roles where necessary to ensure efficient and effective accounting operations that meet all legal and regulatory requirements.
- Work with our external accountant to support the flow of necessary information from the whole of FFWPU-UK.
- Submit the monthly payroll to the accountant.

Be available for other duties as required by the Line Manager, which are commensurate with the position, to help manage the efficient and timely operation of FFWPU-UK.

Essential Qualifications, Experience and Skills

- Educated to degree level or above, or enrolled to study towards one. Bachelor's degree in Accounting, Finance, or related field or equivalent
- Proven work experience in accounting or finance, preferably in a non-profit setting.
- Experience in managing donations and understanding of related legal and regulatory requirements.
- In-depth understanding of Statements of Recommended Practice (SORP).
- Familiarity with financial accounting statements.
- Experience with general ledger functions and the month-end/year-end close process.
- Excellent accounting software user and administration skills.
- Resilient with the ability to think clearly under pressure, maintaining a calm and professional manner.
- Competence in Microsoft Office applications and ability to learn other relevant applications/systems, including databases and graphics packages



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Personal Attributes

- Proactive with a positive problem-solving attitude.
- Strong analytical skills with attention to detail.
- Excellent written and verbal communication skills.
- Team-oriented and able to work with a wide range of people to achieve common goals.
- Flexible and able to meet deadlines in a fast-paced, quickly changing work context.

Job Dimensions

The post holder has no line management responsibility for FFWPU-UK employees and volunteers. He/she has no budgetary responsibility.

Physical Demands, Work Environment and Travel Requirement

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- Family-friendly 35-hour work week and options for remote/hybrid work, flexible hours, and part-time roles to support work-life balance.
- Generous annual leave package (25 days plus bank holidays for full-time roles; pro-rata for part-time roles)

How to Apply

If you are interested in this role, please email your CV and cover letter to humanresources@ffwpu.org.uk by 30 September 2025. We will assess applications on a rolling basis and may close the process earlier if the right candidate is found. We look forward to hearing from you!



FAMILY FEDERATION FOR WORLD PEACE AND UNIFICATION (UK)

43 Lancaster Gate • London W2 3NA • United Kingdom

familyfedcommunity.org.uk • www.ffwpu.org.uk • Email: hq@ffwpu.org.uk

Job Description

Job Title	Property Portfolio Manager
Department	Headquarters
Reports to	Director of Finance and Operations
Work Schedule	Part-time (21 hours per week) or full-time (35 hours per week) – <i>flexible for the right candidate. Due to the nature of this position, the postholder should have a flexible approach to working hours and, in case of emergency, be prepared to undertake weekend and bank holiday duties.</i>
Location	Hybrid – <i>We value a healthy work-life balance and currently offer a 35-hour work week with a hybrid schedule. Employees can work remotely or from our office (43 Lancaster Gate, W2 3NA, London), based on task requirements or personal work preferences. Working from the office may be required for tasks that demand a high degree of collaboration. As a new staff team begins at headquarters, the exact ratio of remote and on-site days will be determined collaboratively based on FFWPU-UK's needs and individual personal circumstances. You may also be required to travel to and work from other locations and sites as determined by the charity's needs.</i>
Salary	£20,700 to £40,000 per year <i>The yearly salary depends on qualifications and hours.</i>
Annual Leave	25 days plus bank holidays for full-time roles; pro-rata for part-time roles

Position Summary

We are seeking an experienced and proactive Property Portfolio Manager to oversee our property portfolio. These range from activity buildings to a rural estate with mixed use, including farming, equestrian, and solar farm leases.

This newly created role is an exciting opportunity for a candidate with strong property management skills, business acumen, and excellent relationship-building abilities. You will work closely with senior management and external partners to maintain, improve, and strategically develop our assets for both operational and financial benefit. If you are a self-starter with a passion for driving business success, we encourage you to apply.

Responsibilities and Duties

- Oversee the strategic and day-to-day management of FFWPU-UK's property portfolio.
- Maximise income, minimise costs, and deliver regular performance reports to ensure the portfolio meets the agreed financial objectives.



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- Liaise with and manage relationships with external property management agents and employed property managers, including reviewing and acting upon their reports, budgeting, forecasting, capital planning and execution, financial reporting, lease administration, vendor management, health & safety, regulatory and legal compliance. Oversee and support property managers.
- Ensure compliance with all relevant property, health & safety, and legal regulations.
- Oversee maintenance, repairs, and refurbishment projects across the portfolio.
- Identify and evaluate development, leasing, or disposal opportunities to improve the portfolio for charitable and/or commercial purposes, analysing and advising senior management on financial risks and benefits of different options and other property-related matters.
- Prepare reports and recommendations for senior management and trustees.
- Undertake site visits as required.
- Make insurance claims that relate to the Charity's properties.

Be available for other duties as required by your Line Manager, which are commensurate with the position, to help manage the efficient and timely operation of FFWPU UK.

Essential Qualifications, Experience and Skills

- Proven experience in property management, estates management, or a related field.
- Strong commercial awareness and ability to balance financial performance with organisational values.
- Proactive with a positive problem-solving attitude.
- Excellent communication and interpersonal skills for working with a range of stakeholders.
- Knowledge of property law, compliance requirements, health & safety regulations and financial regulations and standards.
- Strong organisational skills and ability to manage multiple projects simultaneously.
- Resilient with the ability to think clearly under pressure, maintaining a calm and professional manner.
- Competence in Microsoft Office applications and ability to learn other relevant applications/systems, including databases and graphic packages.
- Openness and flexibility to adapt to the role as it may be required.
- Willingness to travel as required.

Desirable Experience and Skills

- Experience working with religious charities or within the not-for-profit sector.
- Familiarity with rural estates and mixed-use property portfolios, including solar farms.
- Experience in advising on development projects.



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Job Dimensions

The post holder has line management responsibility for FFWPU UK's property managers.

We Offer

- Work environment that allows for personal initiative to creatively shape our community and movement.
- Commitment to spiritual growth and personal development, including access to training programs, workshops, and funding for certifications or further education.
- Family-friendly 35-hour work week and options for remote/hybrid work, flexible hours, and part-time roles to support work-life balance.

Physical Demands, Work Environment and Travel Requirement

The physical demands and work environment characteristics described here are representative of those that must be met to successfully perform the essential functions of this job.

Physical Demands: While performing duties of this job, employee is required to stand; walk; sit; use hands to fingers, handle or feel or control objects; reach with hands or arms; and talk and hear.

Work Environment: The noise level in the work environment is usually moderate.

Travel Requirement: This post will require regular UK travel, which may involve some overnight stays.

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How to Apply

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Job Description

Job Title	Director of Ministry and Services
Department	Headquarters
Reports to	National Director
Work Schedule	35 hours per week <i>Due to the nature of this position, the postholder should have a flexible approach to working hours and be prepared to undertake occasional weekend and bank holiday duties.</i>
Location	Hybrid – <i>We value a healthy work-life balance and currently offer a 35-hour work week with a hybrid schedule. Employees can work remotely or from our office (43 Lancaster Gate, W2 3NA, London), based on task requirements or personal work preferences. Working from the office may be required for tasks that demand a high degree of collaboration. As a new staff team begins at headquarters, the exact ratio of remote and on-site days will be determined collaboratively based on FFWPU-UK's needs and individual personal circumstances. You may also be required to travel to and work from other locations and sites as determined by the charity's needs.</i>
Salary	£42,000 per year
Annual Leave	25 days plus bank holidays

Position Summary

We are seeking a creative and forward-thinking Director of Ministry and Services to lead the development and delivery of FFWPU UK's ministries, educational programmes, and other services. As a key member of the Senior Management Team, you will play a central role in shaping the organisation's strategic direction while ensuring its day-to-day operations run smoothly and effectively. This role requires a combination of high-level oversight and a hands-on approach, striking a balance between long-term impact and immediate needs. You will play a crucial role in expanding our reach, deepening community engagement, and enhancing our capacity to inspire, educate, and serve communities across the UK.

With the organisation entering a new phase under fresh leadership, this role offers significant scope for proactive leadership in strengthening internal systems, streamlining operational processes, and developing the Ministry & Services department to more effectively support our mission. You will work closely with the National Director, contributing to both the strategic direction and the operational needs of the organisation. This is a unique opportunity to shape the long-term sustainability of FFWPU UK by ensuring the provision of age-appropriate and situationally relevant care and support, spiritually grounded education, and professional-quality services.



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Responsibilities and Duties

Ministry Development & Support

- Work with local pastors and community leaders to develop and coordinate national ministry programmes—including Sunday services, youth ministry, and pastoral care—that reflect the spiritual values and teachings of FFWPU UK.
- Evaluate and improve existing ministry programmes and initiate new ones to meet evolving community needs.
- Support and mentor ministry leaders and volunteers to ensure age-appropriate and situationally relevant care and guidance.
- Oversee and coordinate ministry areas including Children, Youth, Young Adults, Blessing, Blessed Families, Tribal Messiah, Cheonbo and Seonghwa Ministries.

Education & Services

- Curate and coordinate the Charity's annual educational programme and event calendar serving all demographics—including guests, new members, children, youth, young adults, blessed couples, and families at all life stages.
- Assess and improve pastoral care and support for FFWPU members and their families, and develop target-group-specific services.
- Design and implement educational programmes rooted in the Divine Principle, tailored to diverse age groups and life circumstances.
- Work with the media team to develop engaging online educational content aligned with the overall programme and priorities.
- Develop the FFWPU-UK's public-facing services in areas such as education, family support, marriage preparation, and parenting.

Outreach and Volunteers

- Develop outreach strategies to expand the Charity's reach and deepen engagement with both members and the wider community.
- Coordinate missionary activities and manage calls for community involvement, fostering a culture of active participation.
- Oversee volunteer management for national-level programmes, ensuring volunteers are well-supported, trained, and appreciated.
- Lead national and local service initiatives that reflect the organisation's commitment to living for the sake of others.
- Collaborate with partner organisations to maximise impact in shared outreach and service efforts.



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Strategic & Operational Leadership

- Contribute to long-term strategic planning to ensure the sustainability and growth of FFWPU UK's mission.
- Collaborate closely with the National Director to align day-to-day operations with broader organisational goals and values.
- Oversee project and programme budgets, reporting, and programme evaluation.
- Manage the budget/grant application process for FFWPU grantees, ensuring timely receipt of financial and activity reports, reviewing activity reports and following up, monitoring that all grant conditions are met by recipients.
- Strengthen internal systems and streamline operational processes to support efficient programme delivery.

Undertake other duties as required by the National Director that are commensurate with the role, contributing to the efficient and timely running of the organisation.

Essential Qualifications, Experience and Skills

- Educated to degree level or above, or intention to study towards one.
- Proven ability to lead spiritual programmes and support pastoral care.
- Proven leadership skills with the ability to manage multidisciplinary teams.
- Experience designing, implementing, and improving educational and event programmes.
- Skilled in aligning day-to-day operations with long-term organisational goals.
- Experience guiding and empowering ministry leaders and volunteers.
- Ability to manage volunteers and foster active participation across communities.
- Capable of engaging diverse audiences and building collaborative relationships.
- Comfortable working with digital tools and coordinating online content creation.
- Ability to build and maintain relationships with external organisations.
- Competence in Microsoft Office and willingness to learn other relevant systems.
- Skilled in providing age-appropriate and situationally relevant care and guidance.
- Excellent problem-solving skills and ability to adapt to changing priorities.
- Resilient, calm under pressure, and able to meet deadlines in a fast-paced environment.
- Strong analytical, organisational, and communication skills.
- Flexible and open to evolving responsibilities as the organisation grows.

Personal Attributes

This role is subject to an Occupational Requirement (OR) that the successful applicant is a practising FFWPU member who is committed to the values, beliefs and behaviours set out in the teachings of Sun Myung Moon and Hak Ja Han.

- Strong and living relationship with God



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- Hold exemplary standards of faith and character
- Practising a life of devotion and prayer
- A strategic planner
- Collaborative management style
- Resilient and flexible
- Self-motivated with an engaging level of enthusiasm
- Innovative and creative

Job Dimensions

The post holder has line management responsibility for Blessed Family Co-ordinator, Children's Ministry Officer and other staff of the Ministry & Services Department.

Physical Demands, Work Environment and Travel Requirement

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Work Environment: The noise level in the work environment is usually moderate.

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Risk Management

All employees have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All employees are required to complete all Health and Safety Training as requested.

As an employee of FFWPU UK, you are required to be risk aware, readily able to identify risks faced by you and by FFWPU UK in the course of your day-to-day employment. Where a new risk is identified, it is to be reported to your Line Manager.

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COMMUNICATIONS

August 20, 2025 | Articles | National Directors

Our Reason For Being

In this video and letter Bogdan Pammer gives an overview of FFWPU's reason for being.



Dear brothers and sisters, members and friends of FFWPU-UK,

As we begin our three-year term as national directors and launch a major recruitment effort for FFWPU-UK, we would like to provide a brief account and outline of FFWPU-UK's reason for being. FFWPU-UK will organically develop, improve and grow with your ideas, dedication, and input. We are looking forward to working together with you.

To view FFWPU UK Reason for Being pdf [click here](#).

Our Vision:

God's Dream – One Family

Blessed Families

Our Theory of Change, how we want to bring the desired change in the United Kingdom and beyond:

God’s Dream becomes a human reality when Blessed Families build communities of true love.

To bring about this change, FFWPU-UK engages in eight different types of activity:

- 1. Attend to True Parents by contributing to their global efforts for peace and reconciliation.
- 2. Support youth and single adults to discover God’s Three Great Blessings as a life goal, prepare for the Holy Marriage Blessing, and build Blessed Families.
- 3. Share the Holy Marriage Blessing with married couples of all backgrounds and faith traditions.
- 4. Develop communities of Blessed Families across the United Kingdom.
- 5. Provide education for individuals in different age groups and life circumstances to grow in God’s Three Great Blessings.
- 6. Support blessed families to transform their neighbourhoods and communities as Tribal Messiahs.
- 7. Partner with NGOs and faith communities to provide services and support for children and parents in underserved communities.
- 8. Promote the family as the school of love and advocate for policies that recognise the family as the cornerstone of social and economic development.

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OTHER ARTICLES YOU MIGHT BE INTERESTED IN



Six Job Opportunities & FFWPU-UK’s Ecosystem

Communications | 20 August 2025

Dear brothers and sisters, members and friends of FFWPU-UK, We are happy to announce six job opportunities. The headquarters of FFWPU-UK is recruiting for the



+44 (0)20 7723 0721

Business Hours:

Monday to Friday
09:30 - 17:30

communications@ffwpu.org.uk

43 Lancaster Gate
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W2 3NA
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WEEKLY NEWSLETTER

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