



PUBLICATIONS OFFICER. BISHOPS STORTFORD, UNITED KINGDOM

Ascend Airways | Publications Officer

Bishops Stortford

£35,000-£45,000

UK AOC holder Ascend Airways are operating a fleet of Boeing 737 aircraft (NG and MAX) in the ACMI market, opening its first operational base at London Gatwick in early 2024. The company is part of Avia Solutions Group, the world's largest ACMI (Aircraft, Crew, Maintenance, and Insurance) provider, operating a fleet of 221 aircraft on 6 continents.

The group also provides a range of aviation services: MRO (Maintenance, Repair, and Overhaul), pilot and crew training, ground handling, as well as a variety of associated aviation services. Supported by 14,000 highly skilled aviation professionals, the group is a parent company to over 250+ subsidiaries.

The Publications Officer will play a key role within the Compliance Department, supporting the effective management of technical documentation across Ascend Airways. Reporting to the Compliance Monitoring Manager, the role is responsible for producing, maintaining, and distributing accurate and compliant technical publications on behalf of the Nominated Postholder or document owner, in line with aviation standards and regulatory requirements.

Responsibilities:

- Implement and maintain a policy for standardised documentation management in line with company and regulatory standards.
- Author, edit, and publish high-quality technical documentation to required standards.
- Work with design data, guidance materials, and regulatory references to ensure documentation accuracy and compliance.
- Manage publications in line with project plans to ensure timely availability of required documentation.
- Ensure publications accurately reflect product limitations, certification basis, and design requirements.
- Review and prepare documentation amendments prior to submission to the applicable authority for acceptance/approval.
- Develop and maintain strong working relationships across all departments and with external stakeholders.

The successful candidate will have the following experiences and attributes:

- Proven experience in a publication officer role or similar within aviation or aerospace.
- Solid understanding of publications processes, tools, and technologies in the aviation sector.
- Knowledge of aircraft manuals and the applicable aviation documentation standards.
- Knowledge of applicable UK CAA regulations, and IATA Operational Safety Audit (IOSA) program

compliance requirements.

- Strong written and verbal communication skills in English.
- Demonstrates an elevated level of diligence, accuracy, and commitment to document quality.
- A background in mechanical or aircraft engineering is desirable, but not essential.
- Knowledge of Centrik, Web-manuals, and Microsoft Office publication tools.

At Ascend Airways, we offer an attractive and inclusive working environment that supports opportunity for career progression.

If you are interested in this position and would like to hear more, please reach out to recruitment@ascendairways.aero

Ascend Airways is a UK-based ACMI and charter airline offering the quietest, most fuel-efficient aircraft to enable customers to fulfil their capacity requirement and meet environmental objectives.