

## Vacancy

Evangelical Alliance appointment of  
**team administrator and  
communications assistant,  
Scotland**



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# Introduction from the CEO

The Evangelical Alliance is the largest and oldest body serving evangelical Christians in the UK. Since 1846, we've been uniting Christians and making their voices heard in the corridors of power. We've also been equipping churches for mission; inspiring them to drive the spiritual, social and physical transformation of their communities.

In John 17 – the final prayer of Jesus – Christ prays: “I in them and you in me—so that they may be brought to complete unity. Then the world will know that you sent me and have loved them even as you have loved me.” We believe that the unity Jesus prayed for is reflected in the church coming together, setting aside denominational differences, and working together for the gospel.

This is an exciting and challenging time to be a part of this organisation that I'm so privileged to lead. Our annual report, included in this document, gives you a flavour of the projects, programmes and campaigns that we've been involved in over the past year and just how we are making a difference. The global pandemic has changed everything, but we remain committed to our vision of together making Jesus known.

Thank you for taking the time to consider applying to the Evangelical Alliance. We're praying that God brings the right people to us.

**Gavin Calver**  
CEO  
Evangelical Alliance

# About the Evangelical Alliance

**The Evangelical Alliance joins together hundreds of organisations, thousands of churches and tens of thousands of individuals for the sake of the gospel. Working across the UK, with offices in London, Cardiff, Stockport, Glasgow and Belfast, our members come together from across denominations, locations, age groups and ethnicities, all sharing a passion to know Jesus and make Him known. Today our dedication to serving the church, and society at large, is as strong as ever.**

Like the evangelicals who have gone before us – those who abolished the slave trade, those who reformed our justice system, those who championed education for all – we are dedicated to blessing those around us as we worship God with all that we have and all that we are.

Today it is evangelicals who are at the heart of debt counselling, street pastors, night shelters and foodbanks. Today it is active evangelical faith that is making a profound difference throughout our communities for the sake of the gospel. We speak up on behalf of those who are maligned and marginalised, affirming freedoms and proclaiming the good news of Jesus in words and in action.

We love Jesus and we want everyone in the UK to be given an opportunity to know Him. We love His church, and we will do all we can to unite evangelicals, building confidence in the gospel and speaking as a trusted voice into society to see it changed for Him.

[eauk.org](http://eauk.org)

# Who we're looking for

The Evangelical Alliance is the largest and oldest body representing the UK's two million evangelical Christians. For 175 years, we have been bringing Christians together and helping them to listen to, and be heard by, government, media and society.

We aim to serve, strengthen and unite the evangelical church and in so doing develop networks of evangelical Christians to encourage and promote unity for the purpose of effective local mission.

We are looking for someone committed to our vision to take on the role of team administrator and communications assistant in Scotland. This is an important role that helps to engage and inspire members and ensure the smooth running of the Scotland office. If you thrive on working with others, are a great organiser and have a flair for social media, this could be for you.

You will report to the newly appointed head of the Evangelical Alliance in Scotland, making it a particularly exciting time to join the team. We are keen to find someone with the enthusiasm and creativity to help develop the work of the Evangelical Alliance in Scotland at the start of a new season.

If you are keen to use your skills in a Christian environment, with the potential to grow personally and professionally, please consider applying.

The role is part time and is based in our office in Glasgow.

# About the role

- Job title:** Team administrator and communications assistant, Scotland (17.5 hours per week, 0.5fte)
- Responsible to:** Head of the Evangelical Alliance in Scotland

## Overall purpose of the role:

To support the head of the Evangelical Alliance in Scotland in the administration and membership engagement work of the Evangelical Alliance in Scotland. To lead on the delivery of communications in line with overall Evangelical Alliance communications policy

## Main responsibilities:

### 1. Team administration

- Undertake all tasks required to ensure the smooth running of the Scotland office.
- Ensure there is adequate provision of office supplies.
- Monitor Scotland office expenditure against budgets and be involved in the drafting and submission of annual budgets.
- Assist the head of the Evangelical Alliance in Scotland with writing the annual operational plan and actioning strategic objectives, ensuring they align with those of the wider Evangelical Alliance.
- Liaise with the landlord regarding building and facilities management in conjunction with the director of finance and operations.
- Provide administrative support to the head of the Evangelical Alliance in Scotland as required.
- Take minutes at meetings as required.
- Coordinate the planning and delivery of meetings and events, including organising venues, speakers, hospitality, ticket administration and responding to enquiries.

### 2. Membership engagement

- Keep up to date with all aspects of the work of the Evangelical Alliance, such as current initiatives and resources available for members.
- Receive and respond to enquiries from members, sourcing additional information from across the organisation as needed.
- Actively use the Client Relationship Manager (CRM) system to create and maintain records for members in conjunction with the central membership team, track the Scotland team's engagement with members and provide briefings on members for the team as required.
- Support with the recruitment process for new members.
- Engage with current and potential members at events.
- Liaise with the Evangelical Alliance in other parts of the UK to share and identify good practice that can be implemented in Scotland.

### 3. Communications support

- Help to develop, create content for and coordinate communications of the Evangelical Alliance in Scotland, including the website, email and social media channels.
- Liaise with the Evangelical Alliance communications team to understand the broader communication plans and ensure that all communications are developed in line with the Evangelical Alliance communications policy.
- Develop creative communications to publicise events.
- Assist the team in communication tasks such as writing letters and creating presentations.

**There are some activities which apply to all members of staff and these are listed below:**

- To further the aims and objectives of the Evangelical Alliance.
- To undertake training/personal development through participation in the Evangelical Alliance's performance review programme.
- To manage one's own learning and contribute to the learning of others.
- To take part in other Evangelical Alliance activities arranged centrally or by other teams where appropriate.
- To participate in staff prayers and worship.
- To maintain and develop the ethos of the Evangelical Alliance (ref – [Ethos Statement and Code of Conduct](#)).
- To regularly pray for the work of the Evangelical Alliance.

*The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and level of the post.*

This post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.

August 2024

## About you

# Your experience, skills and abilities

*This role requires a committed Christian who can demonstrate the following that will be tested at Application (A), Interview (I), Exercise (E) and Reference (R):*

**E** = Essential / **D** = Desirable

### Your education / qualifications:

- Educated to degree level or equivalent experience. – **E** (A)
- Some theological education/understanding. – **D** (A)

### Your experience:

- At least two years' work experience in a similar role/environment. – **E** (AI)
- Experience in initiating, planning and managing projects and events to a high standard, liaising with staff team and volunteers to ensure efficient and timely delivery. – **E** (AI)
- Experience of smoothly managing daily schedules as well as long-term planning. – **E** (AI)
- Experience working with a variety of people with diverse backgrounds and traditions. – **E** (AI)
- Understanding of the UK evangelical Christian church, and the diversity within evangelical churches. – **E** (AI)
- Experience of developing digital communications content in an organisational context. – **D** (AI)
- Experience of managing budgets. – **D** (AI)
- Experience of working with client relationship management databases or equivalent. – **D** (AI)

### Your skills/abilities:

- Strong prioritisation skills, ability to work in a team and manage own workload to deadlines. – **E** (AI)
- Ability to engage leaders, develop relationships, and draw people into membership of the Evangelical Alliance. – **E** (AI)
- Gifted in administration and able to communicate effectively in both written and verbal formats. – **E** (AI)
- Ability to create engaging online content on a range of topics. – **E** (AI)



- Understanding of social media channels, platforms and audiences, measurement systems, current trends and how to effectively engage. – **E** (AI)
- Committed to excellence and having attention to detail. – **E** (AI)
- Good IT skills including ability to use MS Office and client/member databases. – **E** (AI)
- Able to demonstrate sound judgement and problem-solving skills when needed. – **E** (AI)
- Able to use initiative to make improvements to ways of working and to problem solve.  
– **E** (AI)

### **Your personal qualities:**

- A clear commitment to the Christian faith and agreement with the Evangelical Alliance's Basis of Faith and ethos. – **E** (AI)
- Able to identify and be committed to the vision and mission of the Evangelical Alliance and to reflect our values. – **E** (AI)
- Regular commitment and participation in the life of the local church. – **E** (AI)
- Relational and enjoys communicating with others. – **E** (AI)
- Willingness and ability to be flexible in approach to travel and working hours when needed.  
– **E** (AI)

# ANNUAL REPORT SNAPSHOT 2022-23

“There has been  
much to celebrate this  
last financial year”



Once more, I find myself at the end of a year feeling so grateful to the Lord for all He's done and His incredible provision to us at the Evangelical Alliance. As memories of the pandemic faded away, we found ourselves facing some new challenges, not least a significant cyber-attack at the beginning of our financial year, that had a big impact on us internally. Meanwhile our work has been affected, like for us all, through changes in government across much of the UK, and with the cost of living continuing to rise. However, yet again we have experienced the faithfulness of the Lord, as we have walked together seeking to have a positive impact in an ever-changing landscape.

Membership continues to be the heartbeat of what we do at the

Evangelical Alliance, and it has been a great delight to welcome people into membership at an increasing rate. By standing together, our mission is more effective, and our voice can be so much louder. We have continued to speak up in the corridors of power on the issues that matter most to evangelicals, and we are so grateful for your part in this. There have also been amazing opportunities for connecting with churches, and it's been a great privilege for the team and I to be out and about on the road, meeting so many Christians nationwide and sharing our hope in Jesus. It's also been great to have partnered with Alpha, CV Global, HOPE Together, Kingsgate Community Church and Luis Palau Association to see the latest version of the *Talking Jesus* research come out, that highlights the incredible opportunity and openness to the gospel right now.

At the end of another full year at the Evangelical Alliance, I'm feeling

very grateful. There have been battles and blessings, but the blessings do outnumber the battles. Thanks so much to every member, every donor, every friend who prays for us, without whom none of this would be possible. The Evangelical Alliance is not a staff team, though we have one, it's an alliance of thousands of churches, hundreds of organisations, and tens of thousands of individuals who come together to make Jesus known. Thank you so much for your part in this.

Most of all I'm thankful to the Lord, for His presence, favour and comfort. I'm still believing the best is yet to come. Let's continue to together make Jesus known.

Every blessing,

Gavin Calver  
CEO

# A year of strengthening the UK church...

Another full year of making Jesus known, together.

## April

Launched the *Talking Jesus* report 2022, in partnership with Alpha, CV Global, HOPE Together, Kingsgate Community Church and Luis Palau Association, revealing how people come to faith.

1 of  
**12**  
resources we produced or co-produced this year

## June

Alongside Serve Scotland, presented a *Stories of Hope* report to Scottish Parliament highlighting the significant contribution of Christians in supporting drug and alcohol addiction recovery (helping more than 2,000 individuals within the past decade).

## August

Joined the 'Enough to live' campaign, coming together with key voices to call on the government to take urgent action on the cost of living crisis.

## May

Kicked off our unity tours with six dates in northern England - since then our unity team have travelled more than 1,300 miles ranging from Lancaster to Truro, gathering more than 400 leaders together across 14 locations to lay solid foundations for collaboration.

**600+**  
meetings with church and organisational leaders

**250+**  
speaking engagements, talks and teaching sessions

## July

Attended the UK Parliamentary Prayer Breakfast, which turned out to be a significant moment for UK politics; we agreed with the keynote speaker about the importance of integrity in public life.

## September

Gathered stories from our members on how they are helping those most in need in the cost of living crisis.

**40+**  
key moments of government or parliamentary engagement





## October

Shared our resource *Living for Jesus at work* (produced with the Lawyers' Christian Fellowship) in an online webinar, providing guidance on how to live out and share our faith in the workplace.

## December

Our joint letter to the Scottish Government with Restore Glasgow and 14 co-signatories against the sexual exploitation of women and girls had a positive response from MSPs.

## February

Launched a suite of resources on friendship centred around the new book by Phil Knox, *The Best of Friends*, to help Christians tackle the loneliness epidemic, make connections and share Jesus within meaningful relationships.



## November

Held a cost of living event in Westminster with Christians Against Poverty to share with MPs about the support churches and Christian-led organisations are providing at this time.

38

next-generation public leaders supported on our Public Leader programme

## March

In Northern Ireland, we gathered to celebrate women of faith and influence on International Women's Day; on St David's Day in Wales, we led closing prayers for Senedd at the Welsh Parliamentary Prayer Breakfast.

## January

The One People Commission facilitated an in-person Intercultural Church Conversation, sharing why we need intercultural churches and how we can move in the right direction. Rev Dr Israel Oluwole Olofinjana's keynote speech subsequently had more than 600 views online.

Around  
**100**  
TV and radio appearances carrying the voice of the UK church



# Financial review

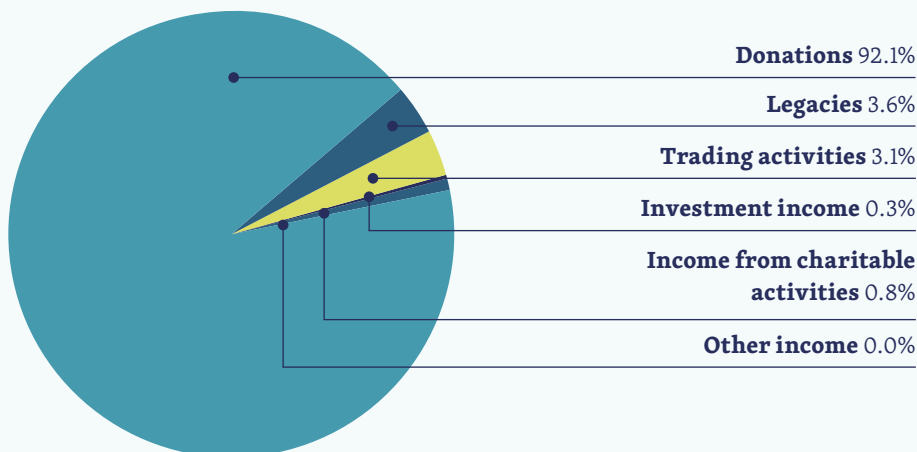
“Rejoice always, pray continually, give thanks in all circumstances; for this is God’s will for you in Christ Jesus.”  
– 1 Thessalonians 5:16–18

## INCOME

£2,590,073

up from £2,518,612 last year

In a challenging year, we maintained our income thanks to our charitable trust partners, offset by limitations in renewals and appeals due to the cyber-attack.



## EXPENDITURE

£2,761,442

up from £2,470,471 last year

Income generation 1.3%

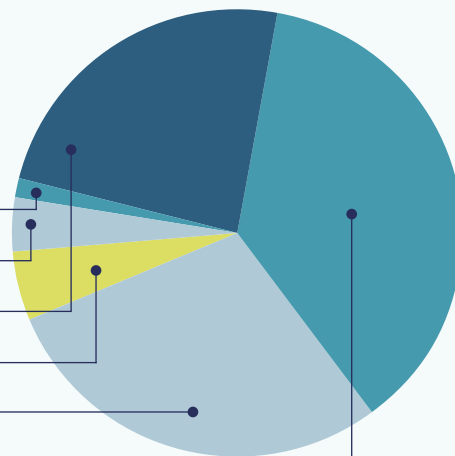
Fundraising & publicity 4%

Property & IT projects 4.8%

Communications & membership 28.9%

Unity & mission initiatives 37.1%

Advocacy initiatives 23.9%



We increased our expenditure in line with our strategic objectives: increasing the staff team, improving pay scales and launching great initiatives, such as the *Talking Jesus* report and unity tours.

# Terms & conditions and how to apply



<b>Location:</b>	Glasgow (with the potential for hybrid working)
<b>Salary range:</b>	£12,500 – £13,500 (for 0.5fte)
<b>Hours:</b>	17.5 hours per week, ideally spread over three or four days
<b>Contract type:</b>	Permanent
<b>Closing date:</b>	9.00am on Monday, 9 September 2024
<b>Interviews:</b>	23 or 24 September 2024

For an informal conversation about this role, please email [hr@eauk.org](mailto:hr@eauk.org) and we will arrange for someone to speak to you.

Apply by either [downloading the application form](#) and emailing us at [hr@eauk.org](mailto:hr@eauk.org) with your completed application and a covering letter or complete our [online form](#).

All applicants must be committed to the [basis of faith](#), [vision](#) and [ethos](#) of the Evangelical Alliance.

Please read our [privacy notice](#) for details of our use of your information.

**This post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.**