

Vacancy

Evangelical Alliance appointment of

Administrator, 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 and are excited to welcome a diverse range of graduates to our team.

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

A handwritten signature in black ink that reads "Gavin Calver".

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, 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 food-banks. 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

Who we're looking for

Are you a relational, passionate and highly organised person who loves to support and equip those working around you?

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 are seeking an administrator for our Scottish office to work with the team in Scotland, most closely with the director, to support the implementation of the team's strategy across the nation. You will focus on providing efficient and effective administrative support and play a key part in enabling the Evangelical Alliance Scotland to fulfil its vision to make Jesus known by uniting the church in mission and voice.

The successful candidate will have:

- Excellent communication skills, both written and verbal
- Exceptional organisational and relational skills
- Previous administrative experience
- The ability to use initiative and take responsibility for tasks
- Positive team-working attitude

About the role

Job title: Administrator, Scotland (0.5fte, 2.5 days per week)

Responsible to: Director of Scotland

Overall purpose of the role

Manage the Evangelical Alliance Scotland office, providing administrative and secretarial support to the work of Evangelical Alliance in Scotland.

Key responsibilities

1. Create and sustain an efficient office structure, providing for the staffing of the office on a part-time basis for routine functions (post, banking, filing, data-entry, email, etc).
2. Ensure an efficient and effective response to telephone enquiries.
3. Process donations received and maintain financial records of income and expenditure.
4. Help promote the work of the Evangelical Alliance in Scotland by means of social media, and help coordinate other communications for members.
5. Help recruit churches to become members and to retain churches in membership.
6. Assist with the planning of key events sponsored by the Evangelical Alliance Scotland.
7. Organise and take minutes of team meetings, as directed by the director of Scotland.
8. Coordinate the office diary and itinerary of the director of Scotland.
9. Liaise with the landlord with regard to building and facilities management in liaison with the head of people and facilities.
10. Liaise with the Evangelical Alliance in other parts of the UK.

There are some activities that apply to all members of staff, and these are listed below:

- Further the aims and objectives of the Evangelical Alliance.
- Undertake training/personal development through participation in the Evangelical Alliance's performance review programme.
- Manage one's own learning and contribute to the learning of others.
- Take part in other Evangelical Alliance activities arranged centrally or by other teams, where appropriate.
- Participate in staff prayers and worship.
- Maintain and develop the ethos of the Evangelical Alliance (refer to Ethos Statement and Code of Conduct).
- Regularly pray for the work of the Evangelical Alliance.

(The above list of job duties is not exclusive or exhaustive and the post holder 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.

About you

Your experience, skills and abilities

The role of the administrator, Scotland requires a committed Christian who can demonstrate the following that will be tested at Application (A), Interview (I) and Exercise (E):

E = Essential / **D** = Desirable

Your education/training:

- Educated to degree level or relevant experience – **E** (AI)

Your experience

- Previous administrative/diary management experience – **E** (AI)
- Experience in organising events – **D** (AI)
- Experience in maintaining a database – **D** (AI)

Your skill/abilities

- Excellent communication skills, both written and verbal – **E** (AIE)
- Excellent organisational and administrative skills, with the ability to use initiative – **E** (AIE)
- Attention to detail – **E** (AIE)
- Ability to develop and maintain effective information systems – **E** (AI)
- Confidence in the use of MS Office Word, Excel, PowerPoint and Outlook – **E** (AIE)
- Able to work effectively, both unsupervised and as part of a team – **E** (AI)

Your personal qualities

- Self-motivated and hardworking – **E** (AI)
- Relational with the ability to interact confidently, courteously and effectively with a wide range of people – **E** (AI)
- Flexibility and willingness to be involved in a range of tasks – **E** (AI)
- Willingness to work occasionally outside of normal working hours – **E** (AI)

Also

You will be actively engaged in an evangelical church. You will be comfortable sharing about Jesus and your relationship with Him and applying your faith to your areas of expertise. You will be expected on occasion to lead prayer times, to pray for the organisation's work with others and to minister to other staff.

- Having read the Evangelical Alliance's Basis of Faith, you'll be able to confidently say that you're an evangelical.
- You'll also be fully on board with the Evangelical Alliance's Ethos Statement and Code of Conduct.

EVANGELICAL ALLIANCE ANNUAL REPORT 2019-2020 HIGHLIGHTS

What a year it has been. Thank you for journeying with us as we said goodbye to Steve Clifford as he stepped down after 10 faithful years leading the Evangelical Alliance and I stepped into my role as CEO.

In the last year we have galvanised prayer during Brexit and through our general election. We have brought together agencies and organisations on issues around mental health, gun and knife crime, education, drug and gambling reforms, and many others. We have shared the stories of individuals, churches and towns as the transforming power of Jesus has changed lives. We have produced resources, articles, videos and podcasts to help Christians navigate the coronavirus pandemic. In the last year the team has hosted or participated in more than 400 events across the UK and beyond.

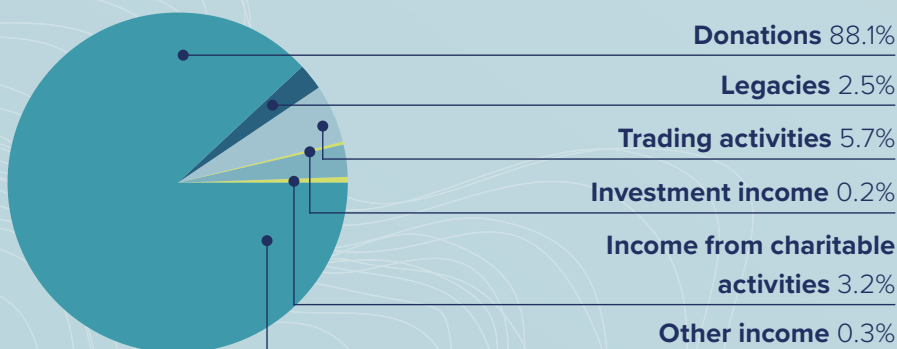
The Evangelical Alliance has worked tirelessly this year with parliamentarians and policy makers to influence legislation and affect policy. Much of our work takes place behind closed doors to represent the concerns and convictions of evangelicals and ensure that the freedom to practise, live out and share our faith is maintained in our society.

This coming year may look very different. Our church buildings have been closed, our movements have been restricted, and as we look ahead, we don't yet know how long this pandemic will last or what comes next. But of some things I am certain: the church is alive, the gospel is changing lives, and we are the hope of the world.

Gavin Calver, CEO

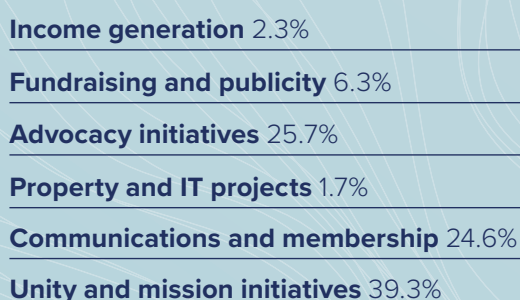
INCOME £2,640,451

up from £2,508,079 last year



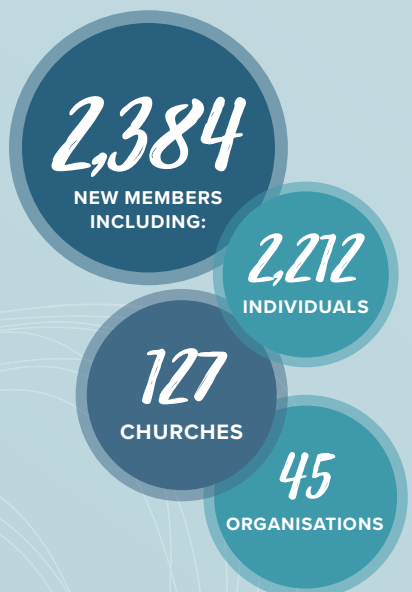
EXPENDITURE £2,615,919

up from £2,568,479 last year



MEMBERSHIP

We have built upon the significant membership growth we saw in the last financial year and have increased the number of new members by 50%.

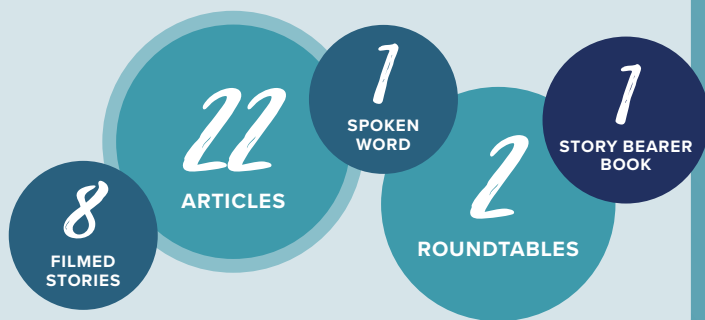


SHARING THE GOSPEL

The gospel is central to everything we do. We never cease proclaiming the gospel, through unity, words and actions; so that people are led to a life with Jesus. This year we have collaborated and celebrated as we have seen lives transformed by Jesus

The Great Commission

We believe that sharing stories about the goodness of God builds confidence and equips people to share Jesus. Through the work of the Great Commission we have sought to inspire and enable the church to share the hope we have in Jesus.



HIGHLIGHTS:

The Comeback

A spoken word film which creatively shares the Easter story. Released in March 2020. A message of hope amid the coronavirus outbreak in the UK.

"Poetical, stunning, visually brilliant!"

Matt Summerfield



6,500+
VIEWS

348
DOWNLOADS

743
SHARES

RAISING OUR VOICES

We are speaking up into government and the media on issues that matter. We provide a hope-filled, trustworthy and confident voice. We are here to champion the church.



HIGHLIGHTS:

Young Adults

We are committed to raising up voices within the evangelical community to be salt and light wherever they are positioned. Through Public Leadership, Mission to Young Adult conversations and our OPC young leaders forum, we have made great strides in seeing the church thriving amongst all generations and significant numbers of young adults in their 20s and 30s coming to faith in Jesus.

21
MISSION TO
YOUNG ADULT
WORKSHOPS

100
PEOPLE ON OUR
PUBLIC LEADER
COURSES IN ENGLAND,
SCOTLAND AND
NORTHERN IRELAND

Being Human

We launched this six-part podcast series in February 2020. Hosted by directors Jo Frost and Peter Lynas, the podcast looks at the themes behind the news, taking the long view and trying to understand what is driving some of the big stories, all the while exploring what it means to be human.

“Brilliant cultural critique from a Christian perspective. An absolute must for Christians trying to navigate life in the 21st century.”

– iTunes review

HIT THE TOP 5
IN RELIGION AND
SPIRITUALITY
ON ITUNES

SEASON ONE:
5,700
DOWNLOADS

Both Lives Matter

In July 2019 Westminster chose to intervene and impose a new abortion framework on Northern Ireland. Through the Both Lives Matter campaign, we played a major role in mobilising tens of thousands of people from right across our province, to speak out against that new abortion law.

Silent gathering at Stormont attended by more than 20,000 people.

100,000 POSTCARDS were sent by supporters to their political representatives at Stormont and Westminster.

More than 1,000 media mentions
across print and broadcast in four months.

30% GROWTH in Both Lives Matter social media following.

SERVING OUR MEMBERS

We are committed to reaching out, listening, and engaging with our members. We are finding out how to pray for our members, what your needs are and what God is doing. We are spotlighting the great things happening, the challenges being faced and the hope being realised by our members for our communities.

In December 2019 we published **The [Im]possible Dream**, by Rev Yemi Adededeji and Steve Clifford. This workbook is based on the experiences and lessons learnt over the years of building the One People Commission and encouraging rich cultural expression within UK churches. The book includes many case studies and experiences of churches and leaders, inspiring readers to increase their outreach and be more fully representative of the ethnic and cultural diversity of the communities in which they serve.

In May 2019 we held our second **Above and Beyond** conference to help churches and Christian charities run their organisations for the glory of God. With expert input from lawyers and finance specialists, and input from politicians and Christian leaders, the 200+ attendees were equipped to navigate the terrain with diligence and expertise and thrive in fulfilling their mission.

HIGHLIGHTS:

eauk.org

27%

INCREASE IN USERS
FROM LAST YEAR

ALMOST
240,000
VISITORS

552,254
UNIQUE PAGE
VIEWS

MOST POPULAR
ARTICLE:
CORONAVIRUS:
A CHRIST-
CENTRED RESPONSE

14,000
VIEWS

120,000
NEWS AND VIEWS
VISITS

MOST POPULAR
DOWNLOAD:
TRANSFORMED

2,524

30,479
FIND A CHURCH
SEARCHES

May the God of hope

fill you with

ALL JOY AND PEACE

as you trust in him,

so that you may

**OVERFLOW
WITH HOPE**

by the power of the Holy Spirit.

Romans 15:13



Terms & conditions and how to apply



Location:	Glasgow, Scotland (currently remote working but will be office based)
Salary range:	£10,200–£12,000 pa
Hours:	17.5 hours per week
Contract type:	Permanent
Closing date:	9.00am on Monday, 9 August 2021
Interviews:	Week commencing 16 August 2021

To apply download the application form and email us at hr@eauk.org with your completed application.

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

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

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

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