

**Vacancy**

Evangelical Alliance appointment of

# Editorial assistant

(maternity cover)



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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. We remain committed to our vision of together making Jesus known and are excited to be recruiting to fill this vacancy in our fantastic staff team.

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 2 million evangelical Christians. Since 1846, 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.

Are you creative and a lover of words? Do you love a good story and have a passion to share the stories of the church in the UK? We are looking for someone to join our editorial team to cover maternity leave for the present postholder. You will need to have a great eye for detail, excellent writing and editing skills, be able to prioritise and organise your workload and work across multiple projects and deadlines. Working as part of the central communications team, you will be sought out for editorial guidance, proofing and creative support by our wider team and be able to give helpful and constructive feedback on their communications for maximum engagement. Do you love the power of the written word and how it can change and inspire people? Are you interested in using your gifts and talents to help make Jesus known? If so, we want to hear from you!

The successful candidate will have:

- Exceptional organisational and relational skills with outstanding attention to detail.
- Excellent communication skills and the gift of diplomacy.
- A degree in journalism, English or communications (or equivalent).

# About the role

**Job title:** Editorial assistant (maternity cover)

**Responsible to:** Editorial and media manager

## Overall purpose:

- To edit, co-ordinate and produce editorial copy for print and digital platforms.
- To assist the editorial and media manager in co-ordinating press and media enquiries, write and distribute press releases and co-ordinate interviews.
- To support the wider communications team in content creation, design and delivery.

## Main responsibilities:

- To produce editorial and media content for our print and digital platforms.
- To support the editorial and media manager to write press releases and distribute to the media.
- To keep our press contacts list up to date.
- To proofread and copyedit content for print and digital platforms.
- To support editorial and media manager to monitor media activities, developments around the UK church and our membership as it relates to the Evangelical Alliance and our activities.
- To research, analyse and report on trends in effective communications, helping the Evangelical Alliance stay on top of best practice and the pathways to engage our members and our target audiences.
- To assist in the design, creation and delivery of communication activities for the Evangelical Alliance as part of the communications team.
- To create proactive and responsive media opportunities and output.
- To support the editorial and media manager in fielding media enquiries and arranging interviews on behalf of senior staff and the leadership team.
- To regularly commission internally and externally written articles for our editorial webpage, that are timely, engaging, relevant to our membership and varied in topic.
- To monitor and respond to submissions made through the article proposal portal.
- To provide introductory inductions for new starters, introducing staff to our editorial processes and house style.
- To conduct writer workshop training and proofreader training and to assist the editorial media manager in producing training materials and presentations when necessary.
- To keep the house style and editorial guidelines documents up to date.
- To help implement the Evangelical Alliance's strategic plan under the day-to-day operational direction of the editorial and media manager.
- To participate in the team activities and strategic projects of the wider UK team, producing

output which contributes to implementing the Evangelical Alliance's strategic plan.

- To manage the commissioning and curation of the annual report, contacting teams and collating and editing their impact contributions for final publication.
- To assist in the proofing and curating process of *idea* magazine, proactively sourcing potential editorial contributions, providing creative ideas and being willing to write and conduct interviews in a range of styles.
- Any other duties commensurate with the role as directed by the editorial and media manager.

**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 support the values 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 and take turn in leading staff prayers and staff worship.
- To maintain and develop the ethos of the Evangelical Alliance with reference to the [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 postholder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.**

March 2026

## 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/training:

- Educated to degree level in a relevant subject (eg journalism, English, communications) or equivalent relevant experience – **E** (A/I)

### Your experience:

- Editorial experience including producing copy to deadline and for external audiences – **E** (A/I/E)
- Experience working with external stakeholders and diverse audiences – **D** (A/I)
- Research experience including analysing complex written materials – **D** (A/I/E)
- Knowledge and experience of the breadth of the evangelical church in the UK – **E** (A/I)

### Your skills/abilities:

- Strong written and verbal communication skills with the proven ability to adapt tone and style to suit different audiences and platforms – **E** (A/I)
- Exceptional eye for detail with an excellent understanding and use of written English, grammar and spelling – **E** (A)
- Proven ability to proofread and copyedit – **E** (A)
- Ability to foster effective working relationships with internal and external stakeholders – **E** (A/I/R)
- Ability to communicate evangelical values and principles – **E** (A/I)
- Good understanding of church life in the UK – **E** (I)
- Ability to work unsupervised and take responsibility for tasks described in job description – **E** (A/I/R)
- Ability to plan, prioritise and work to deadlines – **E** (A/I/R)
- Ability to lead training workshops – **D** (A/I)
- Confident in using Microsoft Office and YouTube – **E** (A)
- Confident in using CRM databases and Canva – **D** (A/I)
- Ability to offer editorial guidance to colleagues in a constructive way – **E** (A/I)

## Your personal qualities:

- A clear commitment to the Christian faith and agreement with the Evangelical Alliance's Basis of Faith and Ethos Statement – **E** (A/I)
- Able to identify and be committed to the vision and mission of the Evangelical Alliance and to reflect our values – **E** (A/I)
- Regular commitment to and participation in the life of a local evangelical church and an ongoing commitment to personal Christian discipleship – **E** (A/I/R)
- Excellent relational skills – **E** (A/I/R)
- A flexible, can-do attitude – **E** (A/I)
- Great team player – **E** (A/I/R)
- Willingness to work occasionally outside of normal working hours – **E** (A/I)

March 2026

# ANNUAL REPORT SNAPSHOT 2024-25

**“I have given them the glory that you gave me, that they may be one as we are one – 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.”**

John 17:22–23



**T**he Lord has shown us such grace and favour this year. Firstly, I want to say a huge welcome to the more than 5,500 personal members who joined the Evangelical Alliance this year. To all our members, almost 27,000 of you, thank you! We are profoundly grateful that you stand with us.

As the UK prepared for a general election, we published our *Thinking faithfully about politics* research, designed to help Christians put their faith at the heart of how they engage with politics, and to help policymakers and the media to better understand evangelicals. Following the election, we continued to be a voice speaking up in government. Our members have united on important issues, spanning from the beginning to the end of life, in prayer and in action.

This year we released several new resources to equip our members to lead with confidence and compassion in challenging times, including the

*Relationships Matter* course on the Bible, sexuality and same-sex relationships; *In Crisis* videos for church and organisation leaders; and *Visions of Justice and Hope*, a small group resource designed to facilitate conversations on racial justice. It has been a privilege to meet with hundreds of church leaders individually to support and encourage them too.

As we look ahead, I am reminded of the words Jesus prayed for His followers in John 17, which have always been foundational to the work of the Evangelical Alliance throughout our history, “that they may be one as we are one – 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.” Be assured I’m praying for you all as we seek to make Jesus known together.

Every blessing,

**Gavin Calver**  
CEO

# A year of making Jesus known together



## June

Hosted an online gathering to unite in prayer for the UK before the general election.



## August

Accepted 45 emerging leaders onto our Public Leader programme.

## October

Held gatherings for church leaders in Crawley, Eastbourne, Brighton, Portsmouth, Southampton and Bournemouth.

## May

Published *Thinking faithfully about politics* and other resources to help Christians live out their faith ahead of the general election.

**170**  
TV, radio  
and podcast  
appearances

## September

Held South Asian Forum leaders gathering, exploring how we can better understand other cultures and South Asian religions.



One of  
**15**  
resources  
produced  
this year





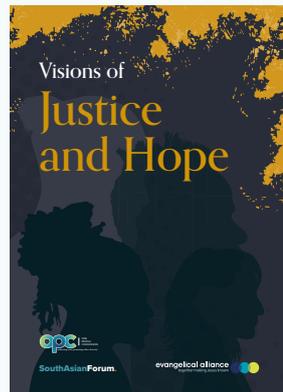
Hosted or co-hosted  
**92**  
 in-person and  
**59**  
 online events  
 this year

### October

Published Three ways to pray for church leaders on our website, which has been visited over 2,000 times.

### December

Launched *Visions of Justice and Hope*, a new small group study guide offering an insightful journey into racial justice.



### March

Partnered with Hope Together to explore how we can share the Easter story with toddlers at our online Talking Toddlers event and to discuss evangelism in our online Perspective conversation on pioneering for everyone.



Around  
**400**  
 speaking  
 engagements  
 this year

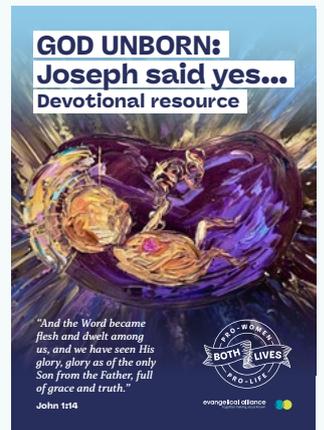
### November

Co-hosted the livestreamed gathering for the International Day of Prayer for the Persecuted Church.

Supported a letter signed by more than 1,200 church and Christian leaders opposing the assisted suicide bill.

### January

Released the third instalment in our *God Unborn* series, *Joseph said yes*.



Around  
**1,000**  
 one-to-one meetings  
 with church and  
 organisation  
 leaders



Engaged with  
**25+**  
 politicians  
 on issues that  
 matter to our  
 members

# 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

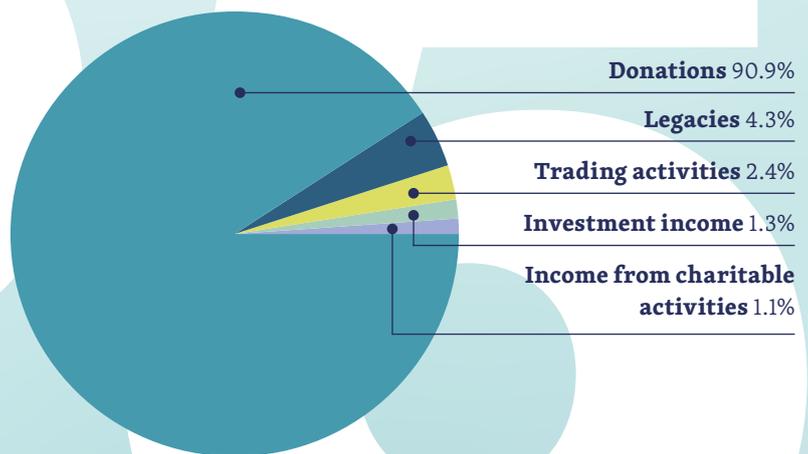
## INCOME

£3,004,210\*

up from £2,900,520 last year\*

We are so thankful to God for a good year in terms of overall income growth. This is largely thanks to our rising membership numbers, particularly among individuals. We are also grateful for the 12% increase in income from the various charitable trusts who partnered with us during the year.

\*Includes gains on investment of £790 (2024: £926)



## EXPENDITURE

£3,271,252

up from £2,931,152 last year

Unity and mission initiatives 39.6%

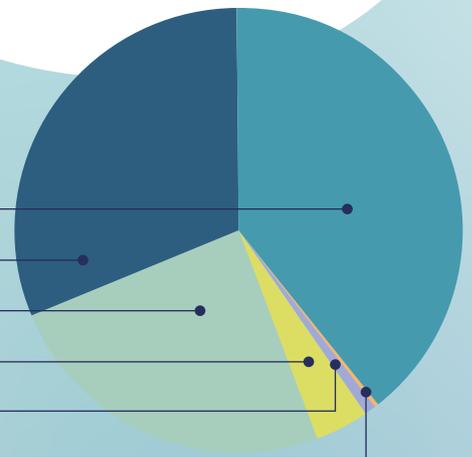
Communications and membership 31.0%

Advocacy initiatives 24.5%

Fundraising and publicity 4.0%

Income generation 0.8%

Property and IT projects 0.1%



Expenditure during the year has increased across our charitable activities and in line with our strategic objectives. The continuing increase in membership numbers has inevitably generated increased costs to support that membership, although the overall percentage of costs for this department has not increased.

# Terms & conditions and how to apply



<b>Location:</b>	King's Cross, London N1 (with the benefit of a hybrid working policy)
<b>Salary range:</b>	£30,000–£32,500 pa
<b>Hours:</b>	Full-time, 35 hours (5 days) per week
<b>Contract type:</b>	Temporary maternity cover
<b>Closing date:</b>	9am, Tuesday 7 April 2026
<b>Interviews:</b>	Likely to be week commencing 13 April 2026

To apply, either download the application form and email it to [hr@eauk.org](mailto:hr@eauk.org) or complete our [online form](#).

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.

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.

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