



Evangelical Alliance  
appointment of

# Executive assistant





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# Introduction from the general director

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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 time to join 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. But there is so much more to come: we have ambitious dreams.

Thank you for taking the time to consider applying for this key role. We're praying that God brings the right person to us.

**Steve Clifford**  
General director  
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](http://eauk.org)

# The role of the

## **Executive assistant**

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We're looking for a highly organised executive assistant with experience of complex administrative management to join us and provide senior-level support to our director of finance and operations and the people function.

On any given day you might be organising meetings, taking minutes, providing administrative support to Council members, drafting recruitment ads, coordinating diaries and liaising with shortlisted candidates.

You will be proficient in all aspects of Microsoft Office and have the ability to manage a varied workload and take a flexible approach in a busy office environment.

# About you:

## Your experience, skills and abilities

The role of **executive assistant** requires a committed Christian who can demonstrate the following:

**E = Essential / D = Desirable**

### Your education/training:

- Educated to at least A level or equivalent – **E**
- Secretarial qualification – **D**

### Your experience:

- Experience of working in an office environment in an administrative role for at least two years – **E**
- Experience of organising meetings and taking accurate minutes – **E**
- Experience of working as a PA and dealing with sensitive and confidential information – **E**
- Experience of working in a generalist HR admin role – **D**
- Experience of organising events – **D**
- Experience of company secretary administration – **D**

### Your skills/abilities:

- Excellent communications skills: face to face, phone and written – **E**
- Self-starter with the ability to work unsupervised, use own initiative and take responsibility for tasks – **E**
- Diary management – **E**
- Proven organisational and administrative skills – **E**
- Relational with the ability to interact confidently, courteously and effectively with a wide range of people – **E**
- Confident in use of Microsoft Office suite – **E**
- Strong attention to detail and ability to keep accurate records – **E**
- Ability to prioritise workload and work under pressure – **E**
- Awareness of company secretarial duties: timetables for returns to Companies House, Charity Commission etc – **D**
- Knowledge and understanding of UK church – **D**

### Your personal qualities:

- Flexibility and willingness to be involved in a variety of tasks – **E**
- Supportive attitude – **E**

### Also:

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

# About the role:

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**Job title:** Executive assistant

**Responsible to:** Finance and operations director

## Overall purpose of the role

- Supporting the delivery of the operations and people strategy of the Evangelical Alliance

## Key responsibilities

- Personal Assistant support to the director of finance and operations
- Operational support to the head of people and facilities
- Administrative support to the Company Secretary to ensure legal compliance with the charity's governance both internally and to external bodies (Charity Commission etc)
- Administrative support to the Evangelical Alliance Council and the various working groups and committees of the Council and Board
- Administering the Jerusalem Trust's Student Bursary Fund

## PA support

- Providing assistance to the director of finance and operations, sourcing information and prioritising time for high-level strategic tasks.
- Key elements of the role include: event and meeting organisation, dealing with correspondence, diary management, phone calls, maintain records of key documents and important decisions, research, team administration, welcoming guests.

## HR support

- Ensuring we have the right people in the team – providing help with recruitment, induction and identifying and delivering development opportunities for the team.
- Wellbeing – monitoring sickness absence and turnover to spot signs of discomfort early.
- Communication – looking after the HR inbox: input into how we share news across teams both in London and the nations.
- Record keeping – ensuring that team records (paper and digital) are kept up to date and compliant with GDPR.
- HR Network – liaising with the facilities administrator to ensure that members are well supported.

## Company secretarial administration

- Be familiar with the Articles of Association and the governance manual.
- Ensure annual returns to Companies House, OSCR, HMRC and Charity Commission are completed and submitted on time. Updating information on changes to Board members / trustees as required.
- Monitor and update Evangelical Alliance content on Companies House, Charity Commission and HMRC websites.
- Maintain Evangelical Alliance register of contracts, register of decisions and related parties register, and keep company secretarial archives up to date eg signed Minutes. Assist with annual audit preparation, including ensuring necessary Board / Leadership Team / Board sub-committee forms are completed.
- Organise the General Meeting and ensure preparations for the General Meeting are made in line with legal requirements.
- Undertake a rolling audit of company secretarial activities at the Evangelical Alliance and recommend improvements/ changes in practice as appropriate.
- Schedule and minute finance committee and EAD Ltd meetings, as well as idea review meetings.

### **Council, working groups and event management**

- Act as the first port of call for the Council members on administrative matters.
- Produce a Council news briefing communication three times a year
- Provide administrative support to the Council's nominations committee and maintain records of current and proposed Council and Board members.
- Event manage residential and non-residential Council meetings and Council inductions.
- Update the Council membership booklet annually and ensure all new Council members have a session to explain the role.
- Set annual dates including an annual diary of key dates for the organisation.
- Book rooms and prepare agendas for the various working groups and committees of the Council and Board: collating papers, circulating agendas and papers, taking and writing up Minutes / action points.
- Assist with the CEO Forum steering group.
- Keep track of action points from key meetings and ensure they are followed through in conjunction with the relevant Chair.

### **Jerusalem Trust Student Bursary Fund**

- Set annual timetable, ensuring that grant application details are sent to relevant colleges.
- Check applications and oversee production of packs for committee members.
- Arrange and facilitate the annual committee meeting to award grants.
- Ensure colleges and students are notified of outcomes and grant payments are initiated.
- Write the annual report and triennial grant application to the Jerusalem Trust on behalf of the committee.

### **Other duties**

- Chair the Admin Support Group and work closely with the other directors' personal assistants to ensure all directors receive a good admin support service and provide cover for others in their absence.
- Represent the finance and operations team at internal meetings as required.
- Reception cover when required.

### **There are some activities which apply to all members of staff and 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 maintain and develop the ethos of the Evangelical Alliance (ref. Ethos Statement and Code of Conduct)

*(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.)*

# 2017–2018 Annual Report



## HERE'S WHAT WE'VE DONE

This year has been full of highlights and blessings for the Evangelical Alliance and our members.

Across the four nations of the UK we have been encouraged to hear stories of people coming to faith and churches gaining confidence that Jesus can and does transform lives. Here's just a taster...

**MISSION:** The **Great Commission** website relaunched in October, winning the Premier Digital Award for best new/redesigned website 2017. By the end of the year there were over 50 powerful stories of lives being transformed by Jesus, over 200 resources equipping the church for mission, and over 90 articles all about evangelism on the site. In February we were delighted to launch the **Great Commission** in Northern Ireland.

**ADVOCACY:** As we strive to be a trusted voice for evangelical Christians to government and the media, we published *What kind of society?* in September, which explores the ways Christians and churches are already working to share these values in society, as well as inspires conversations about what the future might look like if we prioritise these values.

Serve Scotland, a network of organisations chaired by the Evangelical Alliance Scotland, was commended during a debate at Holyrood, where Parliament recognised voluntary work from Scottish faith groups 'produces almost £100m of economic impact' each year.

Eighty individuals who play key roles in public life in Scotland have connected with the Scottish Public Leadership course over the year, whilst the English Public Leadership year-long course received its first year intake, with 16 participants gathering in February, encouraging a generation of confident disciples of Jesus, speaking out for good and for God in all areas of culture within the UK.

**UNITY:** The **One People Commission** played a key role at **Movement Day**, modelling unity in ethnic diversity as well as providing preachers around the country and facilitating strategic conversations amongst leaders.

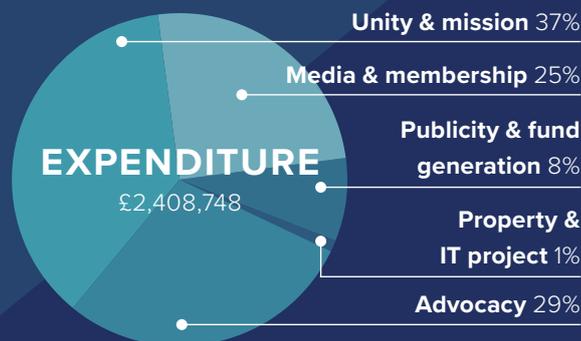
The **South Asian Forum** team led leadership training in London and the **Beyond the Doorstep** event in Birmingham on cross-cultural mission.

Over 300 delegates attended the first **Above and Beyond** conference in London, with leading experts training church leaders on good governance, charity law, safeguarding, effective communications and more.

**Almost all of our initiatives are conducted in partnership and collaboration.** CARE, LCF, CMF, Elim, Spring Harvest, ComRes, HOPE, New Wine Cymru, Church of England, Missional Links Wales, Tearfund, Christian Enquiry Agency, Church Advertising Network, MediaNet, New Generation Leaders, Irish Council of Churches, Scottish Christian Youth Work Forum, Release International, CSW, Open Doors, and many, many more.

Thank you, together we are making Jesus known.

## FINANCIALS



# Terms & Conditions and How to apply



<b>Salary:</b>	£26-£29,000 per annum
<b>Start date:</b>	June 2019
<b>Type:</b>	Permanent
<b>Hours:</b>	35 hours per week
<b>Location:</b>	Kings Cross, N1, London
<b>Closing Date:</b>	9.00am on 23 April 2019
<b>Interview Date:</b>	29 April 2019

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.

**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.**