

## Vacancy

Evangelical Alliance appointment of  
**giving and membership  
administrator**  
(maternity cover)



# Contents

- 3** **Introduction**  
from the CEO
- 4** **About**  
the Evangelical Alliance
- 5** **Who**  
we're looking for
- 10** **Annual report**  
2022–2023
- 14** **Terms & conditions**  
and how to apply



# 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 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)

# Who we're looking for

Would you like to be part of a dynamic team in a vibrant Christian organisation whose mission includes giving everyone the opportunity to know Jesus, and speaking as a brave and kind voice into society? Are you a relational, passionate and highly organised person who loves to inspire people to support a good cause?

If you have a degree or equivalent experience and are a committed evangelical Christian looking to increase your skills, knowledge and experience in one of the most widely networked Christian organisations in the UK, we are interested in your application.

We are looking for an administrator to work in the heart of our giving and membership team to cover maternity leave. You will be involved in a variety of activities:

- from maintaining donor records, to liaising and engaging with philanthropists and grant-making trusts;
- from managing and analysing data, to gaining insights into key supporters and recognising their contribution; and
- understanding and communicating the needs of the organisation to others internally and externally.

You will have excellent communication and administrative skills, and previous experience of fundraising and project management would be beneficial. In addition, you will enjoy using your initiative and taking responsibility for tasks.

# About the role

**Job title:** Giving and membership administrator (maternity cover)

**Responsible to:** Head of giving

## Overall role objective:

- To support the head of giving and membership team leader in the administration of the team's overall strategy, focusing specifically on major donors, trusts, events, legacies, appeals and membership administration.

## Main responsibilities

### Major donors and trusts fundraising

- To support the head of giving in ensuring the smooth running of the major donor and trusts programme.
- To handle all routine correspondence with existing and potential key funders, together with the receipt and recognition of all gifts.
- To support the head of giving with trusts and major donor prospect research and administration.
- To maintain the major donors and trusts records on the organisation-wide database, produce reports and provide relevant administrative support as required.

### Legacy fundraising

- To work alongside the head of giving to develop the Evangelical Alliance's legacy fundraising programme, providing administrative support with the development of marketing communications, projects, and events.

### Membership

- Undertake any membership administrative tasks as directed by the membership team lead.

### Other

- To handle the receipt and recognition of all gifts that are above and beyond membership donations.
- Assist the head of giving with the delivery of the annual 1846 reception for key funders, alongside any other ad hoc fundraising events.
- Work closely with the communication and membership teams on projects that affect the overall fundraising and membership functions of the Evangelical Alliance.
- To provide administrative support to members of the leadership team and other Evangelical Alliance personnel who are involved in fundraising and major donor activities.
- Contribute to the projects, strategy and development of the giving team, and more broadly the finance team in which it sits.
- Any other tasks and responsibilities as directed by the head of giving.

**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 and take turns 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.

(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.

February 2024

## About you

# Your experience, skills and abilities

*The role of the giving and membership administrator 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:

- Administrative experience – **E** (AI)
- Previous fundraising or project management – **D** (AI)
- Experience in organising events – **D** (AI)
- Experience in maintaining a database – **D** (AI)

### Your skills/abilities:

- Excellent communication skills, both written and verbal – **E** (AIE)
- Excellent organisational, research 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)
- Good understanding of the wider aspects of the fundraising profession – **D** (AI)

### Your personal qualities:

- Self-motivated and hard-working – **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](#).

# 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.

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

## 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.





# Financial review

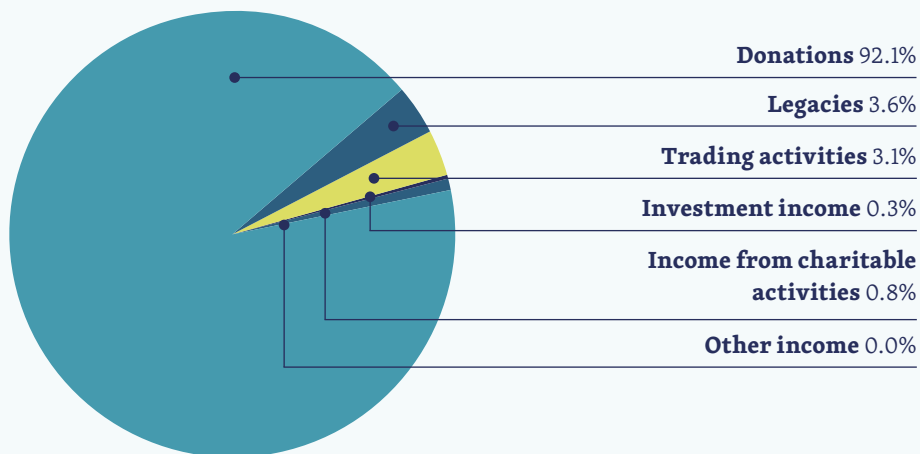
“Rejoice always, pray continually, give thanks in all circumstances; for this is God’s will for you in Christ Jesus.”  
– 1 Thessalonians 5:16–18

## 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%

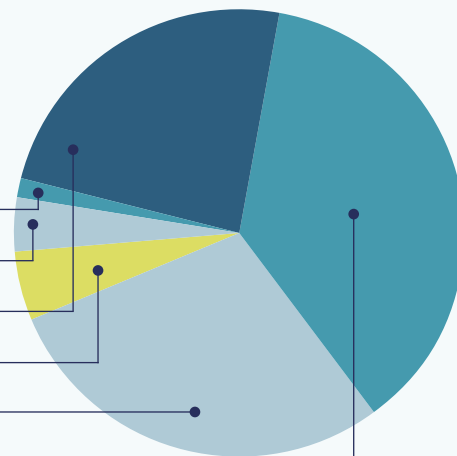
Fundraising & publicity 4%

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>	Kings Cross, London, N1 (with a hybrid working policy)
<b>Salary range:</b>	£28,500–£30,000pa
<b>Hours:</b>	35 hours per week
<b>Contract type:</b>	Maternity cover
<b>Closing date:</b>	9am on Monday, 13 May 2024
<b>Interviews:</b>	Likely to be Wednesday, 22 May 2024

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

To apply, download the application form and email us at [hr@eauk.org](mailto:hr@eauk.org) with your completed application.

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.**