

Vacancy

Evangelical Alliance appointment of
Membership administrator



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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.

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, 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

Who we're looking for

Are you a highly organised and relational person who loves to encourage people in supporting a good cause?

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

We are seeking an experienced administrator to join our membership team providing frontline support to our growing membership with a focus on new and existing church and organisation members. Your contribution will ensure the acquisition, retention and continued loyalty of our members is to the highest standard. As a result, you will play a key part in enabling the Evangelical Alliance to fulfil its vision – to make Jesus known by uniting the church in mission and voice.

The successful candidate will have:

- exceptional organisational and relational skills with outstanding attention to detail.
- excellent communication skills and the gift of diplomacy.
- previous customer service experience.
- a willingness to be flexible and get involved in a range of tasks and activities.

If you're up for working in a fast-paced environment with a faith-filled team, then we'd love to hear from you.

About the role

Job title: Membership administrator

Responsible to: CRM and membership lead

Overall purpose:

- To provide efficient administrative support to the membership team, focusing on administering and stewarding Evangelical Alliance church and organisation members.
- As part of the wider membership team, ensure the acquisition, retention and continuing loyalty of the Evangelical Alliance's membership is efficient and to the highest standard.

Main responsibilities:

- Manage the processing of all new church and organisation membership applications from inception to completion, including contacting referees, gathering financial details and compiling a list, in liaison with the head of digital and membership for the membership committee to review each month.
- Act as the primary point of contact for churches and organisations on the annual renewal system, helping to process renewal donations, liaising with those who wish to renew their membership, and following up with those who have not responded to renewal reminders.
- Support teams with their membership recruitment targets, monitoring and preparing for events, sending out welcome packs, materials and any resources as required, as well as packs for new members who have joined online.
- Provide assistance in the acquisition of new individual members.
- Respond to membership enquiries on the phone, by email and by post.
- Be proactive in maintaining accurate membership records on the Evangelical Alliance Customer Relationship Management (CRM) system, including adding new information.
- Contribute to membership recruitment and development by, on occasions, representing the Evangelical Alliance at exhibitions and events as appropriate.
- Develop a professional awareness of issues affecting membership and marketing.
- Any other tasks and responsibilities as directed by line management or the membership co-ordinator.

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 maintain and develop the ethos of the Evangelical Alliance with reference to the [Ethos Statement and Code of Conduct](#).
- To participate in and take turns in leading staff prayers and staff worship.

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.

This job description will be reviewed annually as part of the annual appraisal process.

June 2025

About you

Your experience, skills and abilities

The role of the 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 A level or equivalent and relevant experience – E (AI)

Your experience:

- Previous customer service or administrative experience – E (AI)
- Experience in maintaining a database – D (AI)

Your skills/abilities:

- Rigorous attention to detail – E (AIE)
- Excellent communication skills, both written and verbal – E (AIE)
- Excellent organisational and administrative skills, with the ability to use initiative – E (AIE)
- Ability to accurately handle and maintain data – E (AI)
- Confidence in the use of MS Office Word, Excel and Outlook – E (AIE)
- Able to work effectively, both unsupervised and as part of a team – E (AI)
- Good understanding of the workings of a membership organisation – D (AI)

Your personal qualities:

- 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)
- A clear commitment to the Christian faith and agreement with the Evangelical Alliance's [Basis of Faith](#) and [Ethos Statement](#) – **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 to and participation in the life of the local church – E (AR)

ANNUAL REPORT SNAPSHOT 2023–24

**Just as a body,
though one, has
many parts, but
all its many parts
form one body, so
it is with Christ.**

1 Corinthians 12:12



What an incredible year it has been! First,

I want to say thank you – we are so grateful to the more than 5,000 new personal members who joined the Evangelical Alliance this year. We remain so thankful to the many who have been with us for longer too and we look forward to journeying together as we continue to serve our membership wholeheartedly.

There have been countless highlights – we have been so encouraged as we have equipped many churches, organisations and individuals to make Jesus known this year, and our range of innovative mission and discipleship resources continue to be well received. The many opportunities we have had to engage with policymakers continue to be a great blessing, and we have spoken up wherever possible on behalf of evangelicals. It has also been wonderful to celebrate the 10-year anniversary of our One People Commission; this vital work continues

to seek to bring unity across all ethnicities.

Across the four nations of the UK, we have cheered on local church leaders, supporting and helping our members on the ground wherever God has positioned you.

It's been a great personal joy for me to minister and visit many member ministries; the breadth of churches we serve is a delight and I have also loved seeing many people give their lives to Jesus.

I am so grateful to the amazing staff team and board that I serve with. However, the Evangelical Alliance is not a staff team; it is a membership organisation, and I am profoundly thankful to every church, organisation and personal member who stands with us. Let's continue to make Jesus known together throughout the United Kingdom.

Every blessing,

Gavin Calver
CEO



Celebrating a year of highlights...

Record
growth:
5,000+
new personal
members!

April

We forged new relationships with government ministers after we welcomed the *Bloom Report*, calling on the government to deepen its engagement with faith groups.



June

We represented our members at the National Parliamentary Prayer Breakfast in Westminster Hall.

August

Evangelical parents and carers responded in great numbers to our survey on relationships, sex and health education, and we highlighted your concerns to government and parliamentarians.

May

We brought together representatives from 50 organisations and member churches in Scotland for an amazing day of prayer for the nation.

July

As part of a six-way mission partnership, we launched the refreshed Talking Jesus website and new resources to help churches grow in confident evangelism.

September

We equipped Christian parents, carers and leaders to navigate conversations about relationships and sex education with *Time to Talk*.

Sharing hope
to the nation:

150+

TV, radio and podcast
appearances carrying
the voice of the UK
church

“A game-changer”,
“vital”, “hugely
encouraging”, and “a
ray of hope” – church
leaders’ responses
to the *Talking Jesus*
research

Helping you find
what you need:

700,000+

visits to our website,
providing evangelicals with
quality resources for mission,
unity and advocacy





We're here for our members: more than

1,000

speaking engagements, talks, teaching sessions and meetings with church and organisational leaders

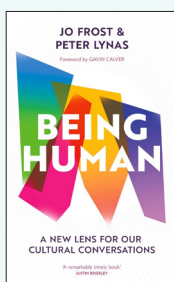
We're speaking up:

100+

appearances before government, parliamentary engagements or meetings with civil servants, politicians, MPs, MLAs, MSPs, MSs and other policymakers

October

We released *Being Human: A new lens for our cultural conversations* – a guide for everyone who wants to live out and share the good, true and beautiful biblical vision of what it is to be human.



December

We celebrated 10 years of the One People Commission as we work to build unity across all ethnicities in the evangelical church.

February

We helped government and media to better understand evangelicals in Northern Ireland by publishing the *Good news people* report, with positive results, to inform future engagement.



November

We gathered online for the International Day of Prayer for the persecuted church with three of our member organisations – almost 2,000 people signed up to the event.

Coming alongside the next generation: we empowered

24

young leaders to be culture-shapers on our Public Leader programme



January

In our work to envision a society in which both women and the unborn are championed and supported, we expanded our Both Lives initiative from Northern Ireland into a UK-wide initiative.

March

Our Wales team led prayers for the nation at the Welsh Parliamentary Prayer Breakfast – a powerful time of worship and celebration of Wales' spiritual heritage.



We're reaching new audiences:

30,000+

listens and downloads of our podcasts

Financial review

“Rejoice always, pray continually, give thanks in all circumstances; for this is God’s will for you in Christ Jesus.”

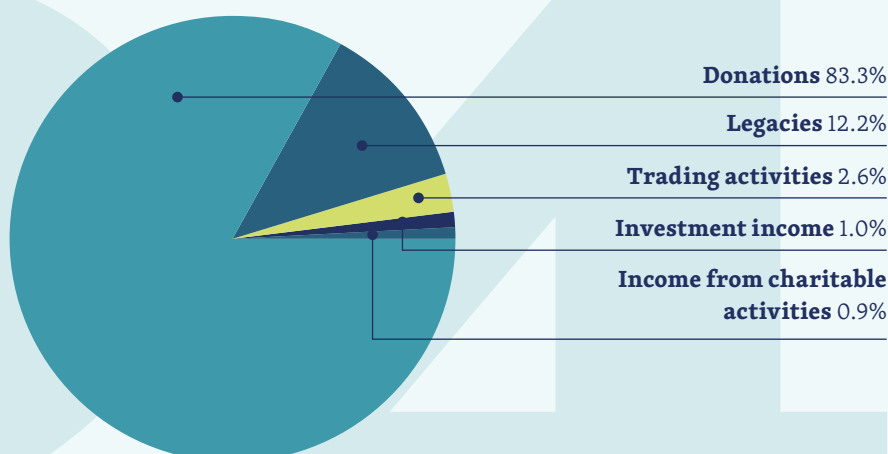
1 Thessalonians 5:16–18

INCOME

£2,899,594

up from £2,590,073 last year

We are so thankful to God for a good year in terms of overall income growth, with exceptional legacy income and growing memberships, both of which have offset a reduction in income from charitable trusts.



EXPENDITURE

£2,931,152

up from £2,761,442 last year

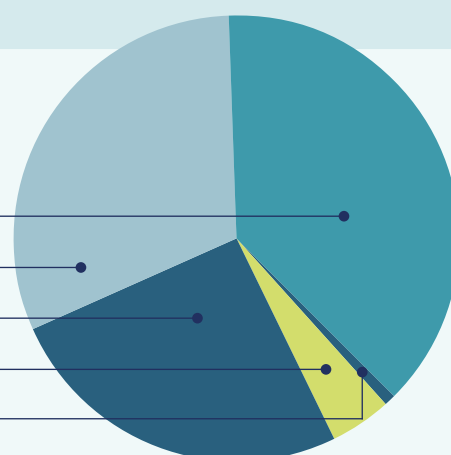
Unity and mission initiatives 38.0%

Communications and membership 31.3%

Advocacy initiatives 25.5%

Fundraising and publicity 4.3%

Income generation 0.9%



Expenditure during the year was increased across our charitable activities and in line with our strategic objectives. A significant increase in membership numbers has inevitably generated increased costs to support that membership.

Terms & conditions and how to apply



Location:	King's Cross, N1, London (with the benefit of hybrid working)
Salary range:	£29,600–£32,000 pa (for a fulltime role)
Hours:	28–35 hours (4 or 5 days) per week (negotiable)
Contract type:	Permanent
Closing date:	9am on Monday 18 August 2025
Interviews:	Likely to be early September 2025

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

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 [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 postholder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.