

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.

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 180 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. Your contribution will ensure the recruitment, retention and continued care 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: Membership co-ordinator

Overall purpose:

- To provide efficient administrative support to the membership team.
- As part of the wider membership team, ensure the recruitment, retention and continued care of the Evangelical Alliance's membership is efficient and to the highest standard.

Main responsibilities:

- Support teams with their membership recruitment targets, monitoring and preparing for events, sending out welcome packs, materials and any resources as required.
- Provide assistance in our onboarding of new individual, church and organisation members, sending out welcome packs to new individual members who have joined online and ensuring a high level of accuracy in record-keeping.
- Maintain consistent stock levels for membership resources ensuring adequate supplies and take responsibility for re-ordering stock in a timely fashion.
- Ensure accurate and high-quality membership records within the Evangelical Alliance Customer Relationship Management (CRM) system.
- Assist team members in responding to membership enquiries on the phone, by email and by post.
- Process return mailings and update contact records as necessary.
- 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.
- Provide office reception cover when required.
- Any other tasks and responsibilities as directed by 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 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 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](#).
- 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

The role of the membership administrator requires a committed evangelical 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 A-level or equivalent and relevant experience – **E** (A/I)

Your experience:

- Previous customer service or administrative experience – **E** (A/I)
- Experience in maintaining a database – **D** (A/I)

Your skills/abilities:

- Rigorous attention to detail – **E** (A/I/E)
- Excellent communication skills, both written and verbal – **E** (A/I/E)
- Excellent organisational and administrative skills, with the ability to use initiative – **E** (A/I/E)
- Ability to accurately handle and maintain data – **E** (A/I)
- Confidence in the use of MS Office Word, Excel and Outlook – **E** (A/I/E)
- Able to work effectively, both unsupervised and as part of a team – **E** (A/I)
- Good understanding of the workings of a membership organisation – **D** (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)
- Relational, with the ability to interact confidently, courteously and effectively with a wide range of people – **E** (A/I/R)
- Flexibility and willingness to be involved in a range of tasks – **E** (A/I)
- Willingness to work occasionally outside of normal working hours – **E** (A/I)

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



The 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





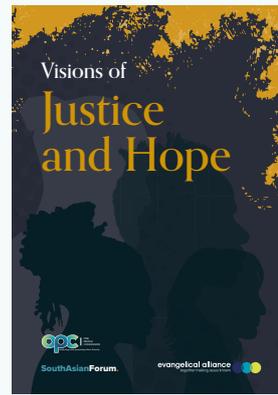
Hosted or co-hosted
92
in-person and
59
online events
this year

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

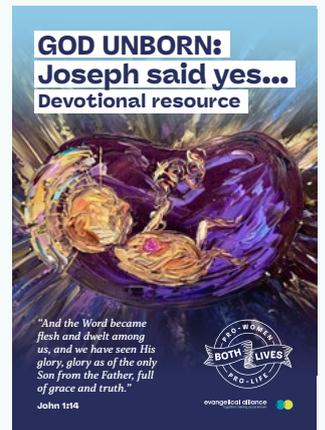
November

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

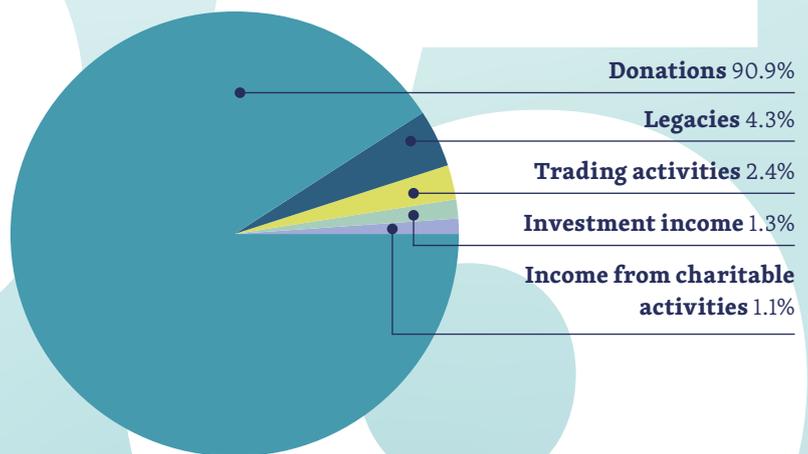
INCOME

£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%

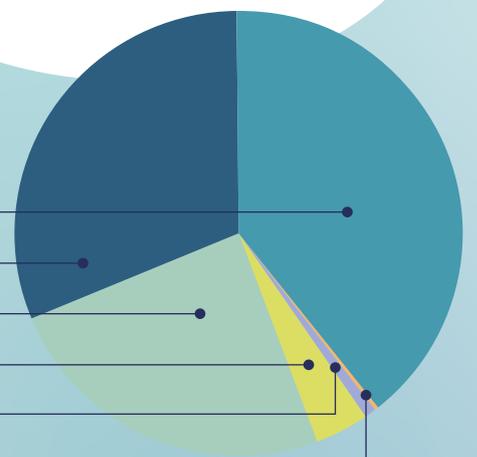
Communications and membership 31.0%

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



Location:	King's Cross, London N1 (with the benefit of a hybrid working policy)
Salary range:	£30,500–£32,500 pa
Hours:	Full-time, 35 hours (5 days) per week
Contract type:	Permanent
Closing date:	9am, Wednesday 27 April 2026
Interviews:	Likely to be week commencing 4 May 2026

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

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

All applicants must be committed to the [Basis of faith](#), [Ethos statement](#) and [vision and mission](#) of the Evangelical Alliance.

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

Previous applicants need not apply.

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