

Vacancy

Evangelical Alliance appointment of

OPC administrative assistant

(Part-time – 3 days/21 hours per week)



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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

The Evangelical Alliance joins together hundreds of organisations, thousands of churches and tens of thousands of individuals to make Jesus known. We aim to serve, strengthen and unite the evangelical church and our staff play a crucial role in enabling and supporting that work. To that end, we are seeking an excellent administrator to take on the role of OPC administrative assistant (part-time).

The One People Commission (OPC) and South Asian Forum (SAF) are network initiatives of the Evangelical Alliance designed to celebrate the breadth of diversity that exists within the evangelical church in the UK, while also promoting unity. We aim to do this in a way that reflects God's intercultural kingdom and speaks prophetically with one voice. Further, we aim to support the growth of intercultural churches and challenge racial injustice in church and society.

Our vision and strategy make the OPC/SAF team a dynamic place to be. We are looking to recruit a key, part-time team member who will bring excellent administrative skills to support and enable the entire team to engage effectively in mission. You will help raise the profile of OPC/SAF, particularly online; relate well to people; thrive in engaging with networks externally and love multitasking.

About the role

Job title: OPC administrative assistant

Responsible to: OPC director

Overall purpose:

- To support the work of the OPC and South Asian Forum (SAF), providing administrative support to the director and undertaking special projects as requested.
- To regularly review and update the OPC section of the Evangelical Alliance website.
- To initiate and administer external communications across all platforms in line with the Evangelical Alliance's communications policy.

Main responsibilities:

- To provide administrative support to the work of the OPC/SAF team on issues relating to intercultural unity, intercultural church and intercultural justice (racial justice).
- To oversee and assist with the organisation and delivery of events hosted or facilitated by the OPC/SAF or Evangelical Alliance, ensuring events are hosted in line with organisational plans.
- To assist in the delivery of special projects and initiatives of the OPC and SAF, including overseeing the administration relating to all resource development.
- To co-ordinate and enable the process of writing and distribution of OPC/SAF newsletters.
- Regularly review and update OPC/SAF external communications across all platforms in line with the Evangelical Alliance policy in liaison with the marketing communications co-ordinator.
- To keep up to date with news and social media commentary on intercultural justice issues.
- To provide administrative support relating to building pages on the OPC area of the Evangelical Alliance website in liaison with the communications team.
- To support the OPC director with diary management, expenses, travel and other administration.
- To provide administrative support to OPC network events and other initiatives, including sending invitations to meetings and organising logistics relating to gatherings.
- To undertake any other duties as directed by the OPC director.

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 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.

January 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 at least level 3 (A-level) or relevant experience – **E** (A/I)

Your experience:

- Office administrative experience, managing daily schedules and longer-term planning including both internal and external relationships – **E** (A/I/E)
- Experience and understanding of intercultural church – **E** (A/I)
- Experience of planning and managing events to a high standard, liaising with staff team and volunteers to ensure efficient and timely delivery – **D** (A/I)
- Experience in writing to inform and inspire, creation of blogs, contributing to articles or resources – **D** (A/I/E)

Your skills/abilities:

- Ability to work effectively both unsupervised and collaboratively as part of a wider team with strong administrative skills and the ability to take responsibility for tasks and projects from inception to completion – **E** (A/I/R)
- Excellent written and verbal communication skills with the ability to adapt to tone and style to suit different audiences – **E** (A/E)
- Ability to relate well to people, forge relationships and build a network of connections, a team player – **E** (A/I/R)
- Good grasp and understanding of ethnic diversity, intercultural justice (racial justice) and equality issues – **E** (A/I)
- Able to demonstrate sound judgement and problem-solving skills – **E** (A/I/R)
- Knowledge of communication channels, including social media and ability to communicate through them – **E** (I)
- Ability to plan, prioritise and work to deadlines – **E** (A/I/R)
- Confident in using Microsoft 365 and related software – **E** (A)
- A good knowledge of the evangelical church scene in the UK – **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)
- Excellent relational skills – **E** (A/I/R)
- 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





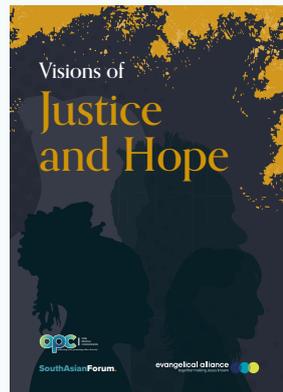
Hosted or co-hosted
92
 in-person and
59
 online events
 this year

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

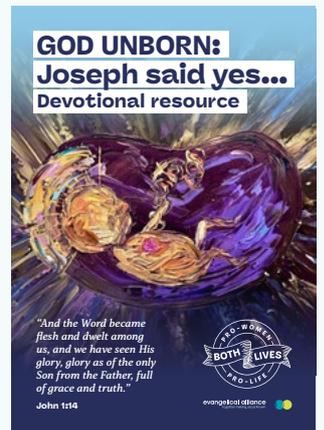
November

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

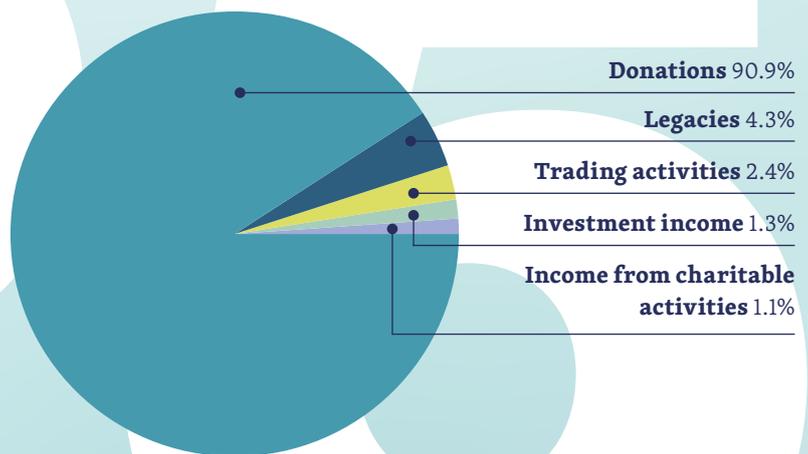
INCOME

£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%

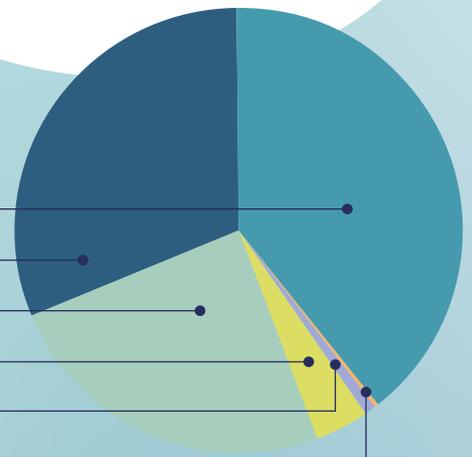
Communications and membership 31.0%

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:	£17,750–£19,800 pa (for 0.6fte, 3 days per week)
Hours:	Part-time, 21 hours (3 days) per week
Contract type:	Permanent
Closing date:	9am, Monday 23 February 2026
Interviews:	Likely to be week commencing 2 March 2026

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.

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