

## Vacancy

Evangelical Alliance appointment of  
**personal assistant (PA) to  
CEO (maternity cover)**



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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. 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.

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, 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

An amazing opportunity has arisen to serve at the Evangelical Alliance as PA to our CEO (maternity cover).

Our mission is to serve together in making Jesus known throughout the UK and we are looking for a relational and highly organised person to work closely with our passionate and driven CEO in this key season for the Evangelical Alliance.

The post holder will need to be confident in their organisational ability, managing various projects and workload with excellent attention to detail. Alongside the CEO, you will support him in the outworking of his role and the smooth running of his office. This will include organising events, managing key relationships and diary planning. Working closely with other members of the leadership team and communicating with a wide range of people make this role both fulfilling and varied.

This is an exciting and strategic role and a great opportunity for the right person. If you have the skills we are looking for and could bring the level of commitment and engagement needed to help strengthen the vision and mission of the Evangelical Alliance at this time, then we'd love to hear from you.

The successful candidate will have:

- exceptional relational, administrative and organisational skills;
- excellent communication skills, both written and verbal;
- experience of an office environment dealing with sensitive and confidential issues;
- the ability to use initiative and take responsibility for tasks; and
- a positive team-working attitude.

# About the role

**Job title:** personal assistant to chief executive officer (CEO)  
**Responsible to:** Gavin Calver, CEO

## Overall purpose

- To provide full secretarial, administrative and research support to the chief executive officer (CEO) in all areas of his work.
- To work proactively to provide effective management and smooth running of the CEO role.

## PA support

- Manage the CEO's diary, internal and external, including preaching/speaking engagements, and liaising with the relevant churches and organisations. Plan and book travel – national and international – as required.
- Support and remind the CEO in his relationships with key supporters and major donors.
- Provide administrative support to the leadership team (LT) where required, maintaining regular liaison and relationship, brokering on behalf of the CEO.
- Manage in liaison with the communications team the proofreading and editing of articles, correspondence and talks, and creation of presentations on behalf of the CEO.
- Maintain an effective filing and information system.
- Respond to and initiate telephone and email enquiries to and from the CEO.
- Prioritise and process incoming correspondence, respond as directed, taking initiative where appropriate.
- Act as first point of contact for the CEO, proactively building good relationships with teams within the Evangelical Alliance and the wider Evangelical Alliance community (Theology Advisory Group (TAG), council, board, etc).
- Provide a welcoming and hospitable environment for staff and guests visiting the CEO.
- Maintain databases, compile mailing lists and assist with mailings as they pertain to the CEO's organised events.
- Maintain an accurate and current record of the CEO's activity.
- Collate and process expenses for the CEO on a monthly basis.
- Support and remind the CEO in responding to key staff members birthdays, anniversaries and other key events.
- Manage ministry gifts.
- Provide personal administrative support where required.



## Meeting administration

- Arrange meetings, book rooms and compile agendas, circulate agendas and papers, take and write up minutes/action points as required.
- Tracking action points from key meetings, ensuring follow through.
- Prepare necessary paperwork (and other info) for internal and external meetings.
- Assist with meetings and conference arrangements, and minute-taking as required.
- Undertake research for the CEO as required.
- Liaise with council members and provide assistance to the executive assistant (finance and operations) when required.
- Operational leadership team (LT) coordination; including organising meetings, circulation and tracking of action points.

## Other duties

- Championing the values of the Evangelical Alliance.
- To provide reception cover when required and to provide wider administrative support to other teams as the team requirements allow.
- Represent the CEO at internal meetings as required.
- Ad hoc events coordination and management.
- Carry out other duties as directed by the CEO.
- Able to deputise for the executive assistant (finance and operations) at board and other ad hoc meetings.

*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 and values of the Evangelical Alliance (refer to ethos statement and code of conduct).*

**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.**

Sept 2022

## About you

# Your experience, skills and abilities

*This role requires a committed Christian who can demonstrate the following attributes to be ascertained through Application (A), Interview (I), Exercise (E) and Reference (R):*

**E** = Essential / **D** = Desirable

### Your education / training:

- Educated to degree level or relevant experience – **E** (A)

### Your experience:

- Experience of working in an office environment in an administrative role dealing with sensitive and confidential information, including diary management for at least two years – **E** (A)
- Experience of organising meetings and taking accurate minutes – **E** (AI)
- Experience of organising events – **D** (AI)
- Experience in maintaining a database – **D** (AI)

### Your skills / abilities:

- Excellent communications skills: spoken and written – **E** (AI)
- Ability to work unsupervised, use own initiative and take responsibility for tasks; positive and proactive – **E** (AI)
- Excellent organisational and administrative skills including diary management – **E** (AI)
- Highly relational with the ability to interact confidently, courteously and effectively with a wide range of people; show discretion while bringing energy and creativity – **E** (AI)
- Understanding of the nature of relationships with key supporters/major donors and ability to support the CEO in this respect – **E** (AI)
- Strong attention to detail and accuracy and understanding of confidentiality – **E** (A)
- Ability to prioritise workload and work under pressure – **E** (AI)
- Confidence in the use of MS Office Word, Excel, PowerPoint and Outlook – **E** (AI)
- Knowledge and understanding of UK church – **E** (AI)
- Understanding of charity commission and governance issues – **D** (AI)

### Your personal qualities:



- Flexibility and willingness to be involved in a variety of tasks; supportive attitude – **E (AI)**
- A clear commitment to the Christian faith and agreement with the Evangelical Alliance's basis of faith – **E (AI)**
- Able to identify and be committed to the vision and mission of the Evangelical Alliance and to reflect our values – **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 Jesus and your relationship with Him, and applying your faith to your areas of expertise. You will be expected on occasion to lead staff prayer 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.

September 2022

# Evangelical Alliance annual report 2020–21 highlights

## A word from our CEO

It's been a year like no other. Less than six months into my role leading the Evangelical Alliance, I couldn't have imagined that a pandemic would sweep across the UK, changing so much in every way. With church buildings closed and people in such great need, the church found itself needing to reimagine its witness.

It's been amazing to see how many of our members have adapted and seized this opportunity to make Jesus known, however challenging the landscape.

We have sought to support the church through our Changing Church reports and suite of resources, regular contact with members, UK day of prayer, first-ever leadership conference and much more.

In the last year, as the church strived to remain spiritually active in lockdown and share the gospel, we created innovative resources to facilitate mission and

showcased unparalleled stories of community impact from churches across the country.

The church has stepped up this year, serving communities in a staggering number of selfless acts of kindness, and we've made political representatives aware by highlighting this outstanding service.

We've spoken up as a brave and kind voice into the corridors of power. Our Being Human project has grown, inspiring all Christians to engage in our culture.

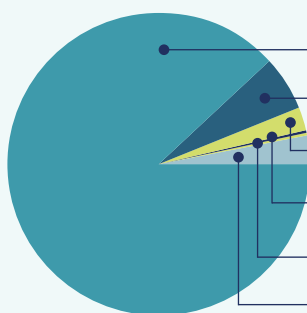
It's incredible to see what the Lord has done. Looking forward, we are keen to help with the social and spiritual rebuilding of the UK post-pandemic and to work alongside all our members in making Jesus known.

Thank you for your support and prayers,

**Gavin Calver**  
CEO

## INCOME £2,673,547

up from £2,640,451 last year



**Donations** 88.3%

**Legacies** 5.7%

**Trading activities** 2.6%

**Investment income** 0.1%

**Income from charitable activities** 0.2%

**Other income** 3.0%

## EXPENDITURE £2,132,308

down from £2,615,919 last year

**Income generation** 3.1%

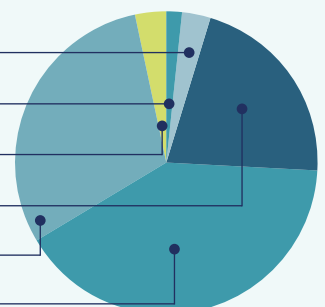
**Fundraising and publicity** 1.7%

**Property and IT projects** 3.2%

**Advocacy initiatives** 21.2%

**Communications and membership** 30.3%

**Unity and mission initiatives** 40.5%



IN A YEAR OF BAD NEWS,

# together we shared the gospel

## Story bearer sessions

To equip and inspire Christians to share their faith with their friends online during the pandemic, we launched a weekly interactive Facebook Live event where evangelists and leaders shared wisdom, experience and advice.

THE LIVE  
CONVERSATIONS  
GENERATED  
40,000+  
VIEWS

## Remember When

The Great Commission team saw the importance of peer evangelism during the pandemic. They developed a sermon series and small group resource that doesn't assume prior experience but encourages people to reflect on their journey of faith and use those stories to witness among friends and family.

“

This resource helps to change people's perspectives of evangelism from being something evangelists do to something they can do.

– Marcus Mak, Christ Church Felixstowe

”

## Young adults

We're committed to helping the local church reach young adults. In the past, they were dubbed the 'missing generation' in our churches, but during the pandemic, large numbers of young adults prayed regularly or joined church services online. We produced Is the 'missing generation' still missing? a report with blogs and videos to help the church reflect on the changes and opportunities brought about by coronavirus in this ministry area.

2,500+  
LEADERS VIEWED  
IS THE 'MISSING  
GENERATION' STILL  
MISSING? IN ITS  
FIRST MONTH

IN A YEAR OF CONTENTION,

# together we've raised our voices

## Public policy

We engaged with policy development on marriage laws and hate crime, plus government consultations, parliamentary enquiries and policy development on a wide range of issues, including responding to consultations on gambling laws and at-home abortion.

“Thought-provoking. Very relevant and topical; love the way current issues in our society are linked to biblical truth.”  
– iTunes review

## Being Human

Alongside the research phase of the wider three-year Being Human project, which seeks to help everyday Christians understand, articulate and participate in the biblical vision of what it means to be human, we also released season two of the Being Human podcast.

11,500  
DOWNLOADS

## IN A YEAR OF CHALLENGES, together we prayed

### UK day of prayer

In response to our members' request, we called a UK-wide day of prayer in as the second wave of infections gripped the UK and beyond, working together with networks, denominations and churches to bring people together to pray.

### Lament

A spoken word video: a cry of grief for that which had been lost during the pandemic, which also expresses the hope found in the Christian faith, made freely available for churches to use.

18,000+  
TOTAL VIEWS



## IN A YEAR OF ADVERSITY, together we've been a blessing

### Stories of Hope Scotland

We launched a report revealing that the church in Scotland delivered more than 200,000 acts of support to more than 55,000 people. There were stories of local community partnerships and powerful testimonies. This report was picked up by the media, presented to the Government and ended in a debate and commendation in the Scottish Parliament, highlighting the amazing impact of the church.

“

I was very pleased to hold a members' debate on the @EAScotland report, Stories of Hope, which shows the huge impact churches have had in delivering support and responding to the needs of their communities during lockdown.

– MSP Jeremy Balfour on Twitter

”

### Changing church: report and resource suite

As circumstances changed rapidly, the UK church needed support and representation. We undertook research to inform a suite of resources to meet the church's needs. We represented evangelical churches to government and pressed for sensible measures that permit church activity in a safe and responsible manner and avoid unnecessary restrictions.

### Evangelical Alliance Leadership Conference (EALC)

We hosted our first-ever leadership conference: an evening full of interviews, worship, prayer and talks, with contributions from evangelical Christian leaders from across the UK and beyond.

“Well done @EAUKnews #EALC.

A whole household edified and blessed this evening. Thank you.”

– Will Briggs, vicar at the Vine Sheffield, on Twitter

1,000+  
DOWNLOADS  
OF 10 TOP TIPS  
FOR REOPENING  
CHURCH  
RESOURCE

5,000+  
VIEWS

*May the God of hope*

fill you with

**ALL JOY AND PEACE**

*as you trust in him,*

so that you may

**OVERFLOW  
WITH HOPE**

by the power of the Holy Spirit.

*Romans 15:13*



# Terms & conditions and how to apply



Location:	King's Cross, N1, London (with the benefit of hybrid working)
Salary range:	£29,600 - £34,400 pa
Type:	One year fixed term to cover maternity leave
Hours:	35 hours per week
Closing date:	9.00am on Monday, 24 October 2022
Interviews:	Likely to be week commencing 31 October 2022

**We reserve the right to close this advertisement early if we receive a high volume of suitable applicants.**

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.

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