

Vacancy

Evangelical Alliance appointment of

people and operations co-ordinator



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

Who we're looking for

Are you a relational and highly organised person who loves to manage multiple projects with an attention to detail? Do you have strong office administrative experience?

We are seeking a highly pro-active people and operations co-ordinator, to support the delivery of the people and operations strategy and to provide appropriate support to ensure the smooth running of the governance activities of the charity. Reporting directly to the relevant directors the postholder will work with both the staff team and Evangelical Alliance Council, bringing energy and creativity to ensure the effectiveness of systems and processes. You will be confident in your ability to interact with a range of people and teams, providing a high standard of service in respect of both governance issues and to support the people function. In addition, you will undertake research, sourcing material and planning and managing events that are key to the operation of the organisation.

The successful candidate will have:

- Exceptional organisational and relational 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.
- A positive, team-working attitude and confidence in working with external stakeholders.

About the role

Job title: people and operations co-ordinator

Responsible to: director of people and culture

Overall purpose:

- To initiate, formulate and support adequate systems and processes relating to the entire HR life-cycle and culture of the organisation.
- To pro-actively provide effective management and administrative support to ensure the smooth running of the governance activities of the charity.
- To support the EA Council and their working groups and committees.
- To support the delivery of the operations and people strategy of the Evangelical Alliance.

Main responsibilities

- Deliver operational support to the director of people and culture, including managing the delivery and quality of recruitment and induction processes, maintaining accurate people records compliant with GDPR, managing the annual review processes and researching and administering learning and development plans.
- To undertake research, accessing and analysing available data, liaising with other organisations in relevant sectors to contribute to the improvement of employment practices in line with organisational values.
- To collect, analyse and review data related to staff health and wellbeing.
- Contribute to the development and organisation of regular staff meetings including conference arrangements and ad-hoc events coordination as required.
- To liaise with the PA to the CEO in overseeing the programme of contributors for weekly team meetings, ensuring regular and consistent presentations from across the whole staff team.
- Support the director of finance and operations, to ensure legal compliance with the charity's governance both internally and to external bodies. Will require familiarity with the governing documents of the charity and trading company ensuring annual returns to Companies House, OSCR, HMRC and Charity Commission are completed and submitted on time. Will initiate and coordinate the communication of information to the Council members as required and maintain company secretarial archives.
- Pro-actively provide effective management and administrative support to ensure the smooth running of the Council, including diary management, planning and booking travel, creation of correspondence and presentations. Liaison with CEO and committee chairs to ensure appropriate, confidential and discrete, communication. Responsible for all meeting management, compiling agendas, circulating papers and taking minutes.
- Manage events including residential and non-residential Council meetings.
- Build and maintain effective supplier relationships to ensure organisational systems are supporting our strategic aims.

- Provide research and administrative support to both the director of people and culture and the director of finance and operations, sourcing material and managing diaries. Proactively manage meeting schedules, maintaining key records and documents.
- Any other duties commensurate with the role as directed by the director of finance and operations or director of people and culture.

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](#).

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

May 2024

About you

Your experience, skills and abilities

The role of the people and operations co-ordinator 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 degree level or relevant experience – E (A)

Your experience:

- Experience of working in people focussed teams – E (AI)
- Experience of handling and analysing data – E (AI)
- Experience of managing and co-ordinating external relationships – E (AI)
- Understanding of the current and emerging trends in HR practice – D (AI)
- Understanding of the UK Christian church, in particular the evangelical community – D (AI)

Your skills/abilities:

- Strong written and verbal communication skills with the ability to adapt tone and style to suit different audiences – E (AIE)
- Able to demonstrate empathy and high emotional intelligence in interacting regularly with people on sensitive or personal issues – E (AI)
- Excellent interpersonal skills with the ability to interact confidently, courteously and effectively with a wide range of people and teams – E (AIR)
- Able to undertake research and handle and analyse qualitative and quantitative data – E (AIE)
- Excellent IT skills, including MS office, and digital platforms and survey forms – E (AI)
- Rigorous attention to detail – E (AE)
- Excellent organisational skills, with ability to prioritise in a busy working environment and work to deadlines – E (AIR)
- Able to demonstrate sound judgement and problem-solving skills – E (AIR)
- Enthusiastic, positive and proactive – E (AIR)
- Willingness to work occasionally outside of normal working hours – E (AI)

Your personal qualities:

- A clear commitment to the Christian faith and agreement with the Evangelical Alliance's Basis of Faith – E (AIR)
- Able to identify and be committed to the vision and mission of the Evangelical Alliance and to reflect our values – E (AI)
- Regular commitment and participation in the life of the local church – E (AI)

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

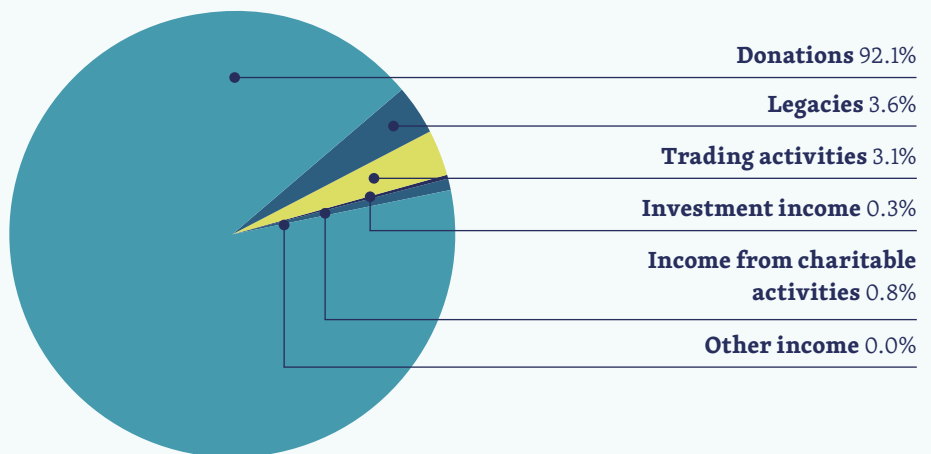
“Rejoice always, pray continually, give thanks in all circumstances; for this is God’s will for you in Christ Jesus.”
– 1 Thessalonians 5:16–18

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%

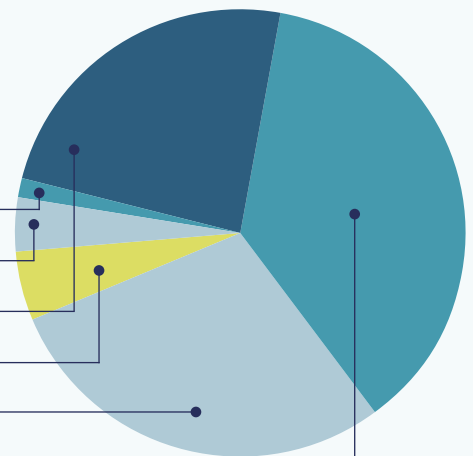
Fundraising & publicity 4%

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



Location:	Kings Cross, London, N1 (with the benefit of hybrid working)
Salary range:	£32,000 – £35,000 pa
Hours:	35 hours per week
Contract type:	Permanent
Closing date:	9.00am on Monday, 1 July 2024
Interviews:	Likely to be week commencing Monday, 8 July 2024

To apply, download the application form and email us at hr@eauk.org with your completed application.

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