



Evangelical Alliance
appointment of

Administrator part-time, Wales (maternity cover)



evangelical alliance
together making Jesus known



A photograph of a man with short, light-colored hair, wearing a dark button-down shirt, speaking into a black microphone. He is smiling slightly. The background is blurred, showing what appears to be a stage or event space with some lights. The image is partially covered by a dark blue geometric overlay on the right side.

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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 time to join 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. But there is so much more to come: we have ambitious dreams.

Thank you for taking the time to consider applying for this key role. We're praying that God brings the right person 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

The role of the **Administrator part-time, Wales (maternity cover)**

Are you highly organised with experience in administration and running an office? The Evangelical Alliance Wales is looking for a part-time administrator to support its staff and volunteers. This is a temporary contract to cover a maternity leave.

We are a busy team in Wales, led by Director of Wales and working alongside a public policy officer.

You'll be a highly organised person who loves to interact with others and someone who is good at building relationships with churches and other Christian networks.

You will have:

- Excellent administrative and organisational skills
- The ability to interact courteously and effectively with a wide range of people on the phone, face to face, in the office and at events
- The ability to organise meetings and events
- Experience of diary management and the ability to take minutes
- Flexibility and a willingness to be involved in a variety of tasks
- Understanding and experience of using social media platforms

About the role:

Job title: Administrator part-time, Wales (maternity cover)

Responsible to: Director of Wales

Overall role objectives

To manage the Evangelical Alliance Wales office for two and a half days per week, providing administrative and secretarial support to the work of Evangelical Alliance Wales.

Main Tasks

- To create and sustain an efficient office structure providing for the staffing of the office for two and a half days per week for routine functions (post, banking, filing, data-entry, email etc).
- To ensure an efficient and effective response to telephone enquiries.
- To provide an efficient administrative support service including mailings and budget administration.
- To administer the Evangelical Alliance Wales social media accounts
- To process all donations received and maintain financial records of income and expenditure as required by the finance and services team.
- To recruit churches to become members of Evangelical Alliance in Wales and to engage in membership retention by contacting church and individual members.
- To assist the UK membership team as appropriate in responding to applications for membership from Wales, receiving initial donations and forwarding completed applications to London with references.
- To assist with the organisation and service of key events convened by the Evangelical Alliance Wales.
- To organise and take minutes of team meetings, council and executive as directed by the director of Wales.
- To co-ordinate the office diary and itinerary of the director of Wales.
- To prepare work for volunteers.
- To liaise with the landlord and service desk users with regard to building and facilities management in liaison with the head of people and facilities.

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 participate in and take a turn in leading staff prayers and staff worship.
- To maintain and develop the ethos of the Evangelical Alliance (ref. 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.)

About you:

Your experience, skills and abilities

The role of administrator part-time, Wales (maternity cover) 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 a-level standard or equivalent – **E** (A)

Your experience:

- Previous administrative experience or experience of working in an office environment - **E** (A,I)
- Experienced in using MS office and updating websites - **E** (A,I)
- Experience in using and updating a database - **E** (A,I)
- Experienced of organising events/ meetings and taking minutes - **E** (A,I)
- Competent in the use of social media - **E** (A,I)
- Basic knowledge of Welsh language - **D** (A,I)

Your skills/abilities:

- The ability to interact courteously and effectively with a wide range of people - **E** (A,I)
- Excellent communication skills face to face, on the telephone and in writing - **E** (A,I, E)
- The ability to prioritise workload and work to deadlines - **E** (I,R)
- The ability to develop and maintain effective information systems - **E** (A,I,R)
- The ability to work unsupervised, use initiative and take responsibility for tasks - **E** (A,I,R)

Your personal qualities:

- A clear commitment to the Christian faith - **E** (A,I,R)
- Able to identify and be committed to the vision and mission of Evangelical Alliance UK and its outworking in Wales - **E** (A,I)
- Flexibility and willingness to be involved in a range of tasks - **E** (A,I)

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 prayers and to pray for the organisations' 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.

2018–2019 Annual Report Summary



This has been one of the busiest and most fruitful years in recent Evangelical Alliance history.

Across the UK it has been our privilege to cheer on and champion the good works of the local church, and respond to requests for help, support and resource, all the while advocating on your behalf in government, the media and society at large. We've spoken up on difficult issues, helping Christians find their own voice and modelling transformative communications. All that we do and all that we are is driven by our core passion to make Jesus' name heard and known.

I will never forget the overwhelming joy I felt as I worshipped with more than 350 people who originate from all over the world, in different languages and different traditional attire, but all praising the same name – Jesus. The celebration marked the fifth anniversary of our One People Commission, which is dedicated to connecting and serving the ethnic diversity and Christian expression in the evangelical community.

Similarly, I have been so encouraged by our campaigns and initiatives that inspire and equip the church in mission and evangelism. I have loved hearing of the renewed confidence of church-based toddler groups as they proactively demonstrate their distinctly Christian foundation and share Jesus with the families they are connected to through our Great Commission work and the work of so many of our members.

This year we have seen remarkable growth in membership. Each month we have celebrated

churches, organisations and individuals that have joined us from all over the UK and from across the evangelical community. Sharing our values of being Christ-like, relational, trustworthy and prayerful, we can cheer each other on, celebrate the work of the gospel in our towns, cities and places, and in all things make Jesus known. I am humbled to be serving you all, and I pray that we continue to faithfully serve you and the wider church for years to come.

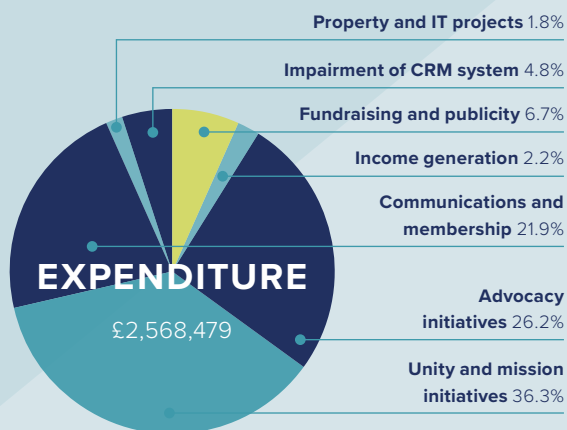
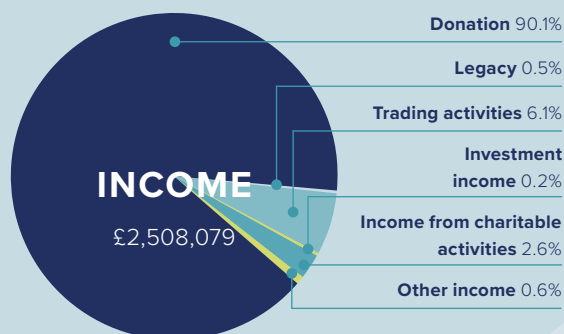
Our full annual report is available online and as a hard copy on request. But so much of our work can never been fully recognised in reports like these. The faithful women and men who work around the UK for the Evangelical Alliance, serving the church and transforming our society through their dedication and talent, never cease to move and inspire me. We have more than 50 members of staff, plus a large team of interns, volunteers and friends who generously gift their time, talents and resources to the Evangelical Alliance. Thank you for all you do.

This has been my tenth year as general director of the Evangelical Alliance, and I recently announced that I will be stepping down later this year. I can honestly say that I have never felt prouder to be associated with such a crucial organisation that is dedicated to serving the UK church, and I am utterly confident in our future as Gavin Calver takes on the leadership mantle as CEO.

God bless,

Steve Clifford, general director

FINANCIALS



Serving our members

Serving the church

GREAT COMMISSION

"I was about to give up on our local toddler group, having been discouraged and challenged with a number of obstacles. The Great Commission's toddler video popped up on my feed, and after watching it, I felt convicted and inspired to keep going; nothing is more important than sharing Jesus with those families."

Debbie Constable, Edinburgh



TRANSFORMED

"Transformed has greatly benefited our local church in expanding our hearts to understand the challenges faced by those in the transgender community, while equipping us to extend care in a way we believe Jesus would."

Olga Mullarkey, Green Pastures Church



PUBLIC LEADERSHIP

"Public Leader: Scotland has been one of the best experiences I have ever had, and I am just so grateful to God for His timing in it all. I feel like I'm going back to work tomorrow with increased faith for what God is going to do next."

Shona, Glasgow

BOTH LIVES MATTER

"The abortion debate can be so polarised, making people reluctant to get involved. Both Lives Matter captures a hopeful tone so well, encouraging others to take a stand."

Jude, midwife



OPC

"Being part of the OPC Young Adults Forum has been a wonderful way to build friendships with, and learn from, brothers and sisters from different ethnic and church backgrounds. It's amazing to see God's diverse church coming together as one."

Caroline Millar, London City Mission

50

CURRENT PARTICIPANTS

(England 17, Scotland 16, Northern Ireland 14)

5

YEARS OLD

YOUNG ADULTS

20

YOUNG ADULT CONSULTATIONS FOR DENOMINATIONS, CHURCHES AND ORGANISATIONS

TRANSFORMED

3,000+

TRANSFORMED COPIES DISTRIBUTED

2,500

TRANSFORMED PDF DOWNLOADS

1,000+

VIDEO VIEWS

MEMBERSHIP

1,587

NEW MEMBERS INCLUDING:

82

CHURCHES

1,482

INDIVIDUALS

23

ORGANISATIONS

COMMUNICATIONS

45,000+

FOLLOWERS ACROSS OUR SOCIAL MEDIA PLATFORMS

23,000

IDEA COPIES DISTRIBUTED EVERY EDITION

350+

MEDIA ENGAGEMENTS ACROSS LOCAL, NATIONAL AND INTERNATIONAL MEDIA OUTLETS

400+

SPEAKING ENGAGEMENTS

6

NEW RESOURCES

For our full report visit
eauk.org/annual-report

LET US **RUN**

with ▼

ENDURANCE

the **RACE** MARKED
OUT

• **FOR**
• **US**

FIXING OUR EYES ON

JESUS

THE
PIONEER
AND
PERFECTER
OF FAITH.

Hebrews 12:1b-2



*thank you
for your continuing support*

Terms & Conditions and How to apply



Salary:	£10,500 per annum
Start date:	16 December 2019
Type:	Maternity cover provisionally to mid-September 2020
Hours:	17.5 hours per week
Location:	Cardiff
Closing Date:	28 October 2019 at 9am
Interviews:	4 November 2019

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

For an informal discussion about the role, you can phone Siân Rees (director of Wales) on 07730 922451.

All applicants must be committed to the Evangelical Alliance's [basis of faith](#), [vision](#), [ethos](#) and [code of conduct](#).

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.