



Job Description: Associate Evangelist

Through Faith Missions (TFM) is a Christian evangelistic organisation and a registered Charity overseen by a group of Trustees. TFM is entirely supported by donations from individuals and churches. The Associate Evangelist therefore works in both a Christian and Charity context. The role of the Associate Evangelist is to support the Lead Evangelist and the ministry of TFM, and involves a combination of both mission and administrative work. He or she shares the “Ambassador” role with the Lead Evangelist and other TFM staff, and when representing TFM to churches and other organisations.

Why work for Through Faith Missions?

- We have an office which serves as a base of our operations.
- The role (as outlined following) offers a significant amount of autonomy, value, and significant input into the organisation.
- For the successful applicant there is a high degree of support, and upon demonstration of ability, there is flexibility, together with ownership of initiatives and projects within the charity.
- There is much reward in working for TFM, both practically and spiritually, however, as with any role, there can be and will be challenges to be overcome individually or as a team.
- As a result of the autonomy, following reasonable training, the successful applicant will be expected to be fully self-motivated.

The specified duties of the Associate Evangelist include, among others:

1. To effectively liaise and integrate with other team members, and in particular support /assist the Lead evangelist.
2. Making initial contact with churches or groups of churches which have expressed an interest in hosting TFM teams for mission.
3. Have an awareness of, and degree of competency with social media and creation of / promotion of content (Facebook, Instagram, YouTube).
4. Arranging and attending meetings between key leaders in a potential mission field and the Lead Evangelist.
5. Provide the logistical requirements of mission-related meetings and events including venue hire, catering, training material and audio-visual equipment.
6. Assisting with Recruiting volunteer missionaries by requesting and managing applications, references and DBS checks.
7. Communicating with, inducting and training volunteer missionaries and host church leaders in preparation for mission.
8. Taking an active part in evangelism during and in between missions.
9. Assisting with Maintaining contact with and databases of prayer and financial supporters.
10. Contributing to and assisting with publishing a weekly prayer letter and quarterly newsletter.
11. Maintaining and updating TFM's on-line presence and profile.
12. Promoting the work of TFM to and maintaining relationships with key stakeholders.
13. Identifying opportunities to raise funds and expand the supporter base.
14. Travelling to and from meetings, training venues and mission locations.
15. Taking mission-related equipment and archived records to and from a remote storage facility as relevant and required.

There are office functions that support the front-line work of TFM:

The present Associate Evangelist will retain primary responsibility for some of these, however it is reasonably expected that the successful applicant would be able to support when and where required, eg, to cover annual leave etc.:

- Managing the finances of the Charity by keeping meticulous financial records and reporting the balance sheet and budget tracker to the Trustees when required.
- Supplying the auditor with accounts in preparation for the annual return.
- Actioning the monthly payroll from accountant figures supplied.
- Assisting the purchase and sale of literature and branded clothing for use on missions,
- Assisting with responding to enquiries made by telephone, email and social media.
- Take an active role in promotion of TFM on social media, including creation and publication of media
- Maintain the security of data held by TFM and comply with Data Protection Law.

The skills and experience expected of the Associate are:

- **Autonomy:** the ability to make sensible and reasoned decisions on behalf of TFM.
- **Teamwork:** the ability to work and communicate effectively with others towards a common goal.
- Ability to work in high intensity situations, ie. on mission, and low intensity in between missions.
- High tolerance to change
- Ability to preach the gospel and give a clear appeal
- Possess skills to express and understand written and verbal communication in English.
- Ability to organise: plan tasks, prioritise and meet deadlines.
- **Efficiency:** the skills to complete tasks in a timely fashion and within available resources.
- **IT:** the competencies associated with using the range of applications used in a modern office environment, including but not limited to backups, hardware maintenance etc.
- **Faith:** mature evangelical theology and active membership of a Christian church;
- **Integrity:** honesty, trustworthiness and well-developed Christian conscience.

Terms and conditions:

- There is an occupational requirement that the role holder is a committed Christian in accordance with Part 1 of Schedule 9 of the Equality Act 2010. Endorsement of, and adherence to TFM statement of faith and all other policies is expected.
- The salary offered will be in the range £23,200 to £26,000 per annum, dependent upon experience.
- 35 hours per week are expected on average, with some working hours expected to occur on weekday evenings and weekends, including periods of time away on location for mission activity.
- 25 days of paid annual leave are included in the salary, plus statutory Bank Holidays.
- A pension scheme is offered, which will be in accordance with current regulations.
- The successful applicant will be subject to a six month probationary period.
- Work may be undertaken from home, an office or other location (eg, mission locations) as determined by the employer, with the following conditions:
 - **Either:**
 - Able / willing to commute to the TFM office (VineCCL, Globe Lane, Littleport, CB6 1PW) at least twice a week
 - Be prepared to relocate to the local area and be based majority of the time in the TFM office.
- Reasonable expenses may be claimed from the employer upon approval, but travel expenses to and from the TFM office are not covered.

To apply, please forward your CV and covering letter to: admin@throughfaithmissions.org

Closing date for applications: 30-Sep-2026.

Date for interviews: 20-Oct-2026

You may expect to be informed either way whether you have been shortlisted.