Job Description: Church Partnerships & Events Executive

Location: Epsom, Surrey, with regular travel across the UK and Ireland
Salary: £30k–£35k, depending on experience
Reports to: Head of UK Sales, Events and Customer Service
Benefits: Profit-sharing bonus, generous pension, 23 days' leave plus bank holidays, extra leave for Christian camps and missions, 50% staff discount and one free book a month
Closing date: 10 November 2026. We're interviewing as applications come in, so we may close early.

The Role

The Good Book Company exists to provide biblical, accessible and relevant resources to the global church.

As our Church Partnerships & Events Executive, you will work with churches across the UK and Ireland, helping them find the right resources for their ministry and get them into people's hands. Most of your time will be spent building those relationships: getting to know church leaders, understanding what they're planning, and making sure TGBC is a partner they can rely on. You will also run a focused programme of events, from national conferences to local church bookstalls, and look after advertising bookings for The Hub, our bi-monthly church newsletter.

Key Duties and Responsibilities

Church accounts

- Build long-term partnerships with churches, getting to know their ministry and how our resources can serve them
- Welcome new churches into the Church Account programme and help existing partners make full use of it
- Suggest the right resources for each church's plans, including seasonal ministry deals
- Keep in regular, meaningful contact with churches through calls, emails and visits across the UK and Ireland, so they stay with us
- Keep customer records accurate and up to date in the CRM
- Help cover the customer service phones when needed
- Grow church partnerships and sales in line with agreed targets

Events

- Plan and deliver an agreed calendar of UK conferences and church events

- Organise each event in advance (booking, stock, stand kit, staffing and travel), in coordination with the Operations Team
- On the day, set up, run and pack down our bookstall, at everything from large conferences to church halls, and use each event to meet church leaders and start new partnerships
- Evaluate each event (cost, sales, new contacts) and keep the events calendar up to date

The Hub

- Handle advertising requests for The Hub: take bookings, gather content from advertisers and brief our designers
- Invoice advertisers and make sure payments come in

What Success Looks Like

- **Church partnerships:** Partnerships and sales grow in line with agreed targets. New churches join the programme, and existing partners make more use of it over time.
- **Relationships:** Church leaders see TGBC as a trusted, responsive partner that understands their ministry, and churches hear from us regularly in a meaningful way.
- **Events:** Events are well prepared, run smoothly and lead to new church relationships. Each one is evaluated afterwards, so decisions about which events to attend are based on cost, sales and new contacts.
- **The Hub:** Bookings, content and design briefs are handled on time, and advertisers are invoiced and paid promptly.
- **Records and communication:** CRM records and the events calendar are accurate and up to date, so colleagues can rely on them. Problems are raised early.
- **Independence and initiative:** You move work forward between check-ins and follow commitments through to completion.

Qualifying Knowledge, Attributes and Experience

Required

- Alignment with The Good Book Company's aims, values and statement of faith (see thegoodbook.com/about)
- Experience in a customer-facing role, ideally in sales, account management or church ministry
- A heart for the local church and for getting God's word into people's hands
- Organised and reliable: you plan and manage your own work
- A warm, confident communicator who builds trust with church leaders by phone, email and in person
- Comfortable using spreadsheets and digital tools (training provided on our internal systems)
- Full UK driving licence and willing to travel, including some overnight stays
- Willing to work some evenings and weekends for events, with time off in lieu

Desirable

- Experience organising or working at events or conferences
- Understanding of how UK churches work and make buying decisions
- Knowledge of Christian books or experience in Christian publishing

How to apply: Send your CV and a cover letter to careers@thegoodbook.co.uk

By applying, you agree that The Good Book Company will process your personal data for recruitment purposes, in line with UK GDPR. If you're unsuccessful, we'll keep your application for six months and then securely delete it. If you'd like us to keep your details for future roles, let us know in your application.