



24-7 PRAYER

Prayer, Mission and Justice

JOB DESCRIPTION

Job Title: Chief Operations Officer, 24-7 Prayer International
Line Manager: International Director
Hours: 36.5 per week
Salary: £35-43k
Location: Guildford, UK

RESPONSIBILITIES:

As a key member of the senior leadership of 24-7 Prayer you will work closely with the International Director to help shape and implement vision and strategy for the global movement. You will also:

- Manage a growing team.
- Build support structures for the mission, prayer, training and communications activities of the organisation.
- Maintain and develop a strategic plan for 24-7 Prayer.
- Oversee all the operational activity for the 24-7 network.
- Oversee the centralised operational functions across the network, including Finance, Prayer, Mission, Training, Communication and Partnership Development.
- Oversee and grow the 24-7 Partners Scheme (relationship network / fundraising)
- Support 24-7 National Offices around the world

PERSON SPECIFICATION

Overall summary of the person we are looking for

We are looking for someone who will relish the challenge of managing and developing the organisation at the heart of the 24-7 Prayer movement. The successful candidate will be a relational self-starter who is able to manage within a complex environment, in accordance with the aims and values of 24-7Prayer.

Skills, experience and personal qualities we would consider essential:

ESSENTIAL EXPERIENCE & QUALITIES:

- Christian leadership experience and an active prayer life.
- Personal commitment to the vision and aims of the charity.
- Willingness to get involved in the local Guildford 24-7 'Boiler Room' community.
- Demonstrable achievements in managing a small charity/organization.
- A keen implementer with excellent people-management skills.
- Ability to harness vision and motivate others to achieve goals.
- Self-starter.
- Willingness to be innovative and forward thinking
- Willingness to challenge and support staff in appropriate ways
- Capacity to be flexible in approach and adaptable to changing situations

**ESSENTIAL SKILLS:**

- Budget setting
- Ability to develop strategies and implement plans.
- Good communication and interpersonal skills
- Understanding of operations and the skills to manage department heads.
- Understanding of organisational structures and associate personnel issues.
- Experience in working cross-culturally with a good knowledge of developing nations.
- Understanding of NGO's & the voluntary sector.

DESIRABLE SKILLS:

- Drivers' license.
- Fluent in English and at least one other language
- Fundraising experience.