



ASSISTANT TO CHAPLAIN OVERSEER / PROJECT MANAGEMENT OF PARTNER DEVELOPMENT SCHEME ROLE DESCRIPTION

JOB TITLE:

Assistant to Chaplain Overseer and Project Manager: Partner Development Scheme

REPORTS TO:

Chaplain Overseer

DIRECT REPORTS:

Regular and detailed reports on Partner Development for distribution to International Leadership team (ILT) and the 24-7 Prayer Board.

DEPARTMENT:

24-7 Prayer is busy developing a very effective operational department to support and empower the execution of its vision to mobilise the generations in prayer, mission and justice. Foundational to this support is growing and expanding the wider support base for the movement. The primary focus of the Operations Department is to provide effective systems to our staff and volunteers in order to do their work in an excellent environment. The job is based at the 24-7 International Office at Allen House in Guildford.

JOB PURPOSE:

To serve as part of the Operations Department team, primarily by providing administrative support to Etienne Piek in his role as Chaplain Overseer of 24-7 prayer and to further develop, manage and administer the Partner Development Scheme.

LIAISES WITH:

Heads of Departments, staff, volunteers, 24-7 Board and 24-7 International Leadership Team, as well as existing and new potential donors.

DIMENSIONS OF THE ROLE:

A supportive role as well as helping to facilitate and grow the Partnership Development Scheme of 24-7 Prayer International. The role requires administrative as well as project management and fundraising skills.

DECISION MAKING:

Assisting in achieving the department's objectives.

ESSENTIAL SKILLS (INCLUDING QUALIFICATIONS):

- Passionate about the 24/7 Prayer vision
- Excellent administrative and organisational skills, with an eye for detail
- Ability to prioritise a busy schedule
- Typing and audio speed of 45wpm
- Good telephone manner
- Team player, with excellent interpersonal skills
- Flexible 'can do' approach, especially in relation to fundraising
- Project management

DESIRABLE QUALITIES (INCLUDING QUALIFICATIONS):

- Fundraising
- Web based skills
- Driving License