
24-7 PRAYER: CHIEF OPERATIONS OFFICER

THE ROLE

We're looking for someone amazing to lead the day to day operations of the 24-7 Prayer team!

Based in our head office in Woking, UK, we are looking for a new Operational lead as part of a dynamic, rapidly growing international ministry.

You will relish the challenge of leading and developing the team and processes at the heart of the 24-7 Prayer movement. We are looking for a relational self-starter who is able to manage and take initiative within a complex environment, in accordance with the aims and values of 24-7 Prayer.

As part of the senior leadership of 24-7 Prayer you will work with the management team to shape and implement vision and strategy for the global movement, spearheading strategies to steer the organisation's future.

You will also be required to bring high level leadership and oversight to the Woking-based office team, ensuring that the best working environment and processes are in place.

This is a varied, responsible and busy role engaging in almost every aspect of the organization. You will need to be able to keep an eye across all activity: looking for overlaps, gaps and efficiencies, and proactively thinking and seeing what is happening across the movement; always spotting areas for collaborative working; catalysing connections and bringing things together.

If you'd like to apply for the role, please send an email explaining why you're interested in joining with us, any connection with 24-7 Prayer you may have, along with your CV to **Georgina Micklewright** at recruitment@24-7prayer.com.

Closing Date for applications: 23rd February 2020

(All applicants must have an existing legal status to work and reside in the UK.)

About 24-7 Prayer International

24-7 Prayer began as one simple prayer meeting in 1999, and is now an international, interdenominational movement, reviving the church and rewiring the culture through non-stop night and day prayer.



JOB DESCRIPTION

Postholder:	Chief Operations Officer
Line Managed by:	CEO
Salary:	Available on Request – based on experience.
Contract Type:	Permanent, Full Time.
Role Scope:	Oversight & management of all operational activity within 24-7 Prayer
Role Description:	The COO is responsible for overseeing all of 24-7 Prayer's international operational activity, giving advice and guidance at leadership level as well as managing day-to-day operational activity.

Key Responsibilities:

- Shape, maintain and implement the strategic plan for 24-7 Prayer
- Lead a dynamic, fast-paced team
- Ensure the optimal support structures are in place for our prayer, mission, training and communications activities of the organisation
- Oversee all the operational activity for 24-7
- Maintain and deliver financial, operational and project-based planning cycles.
- Work with senior management to deliver against plans
- Ensure the aims of the charity are met and we are demonstrating good stewardship.
- Work closely alongside the CEO and deputising when necessary.

Key Requirements & Skills

- Christian leadership experience and an active prayer life
- Excellent communication skills both verbal and written
- High comfort level working in a diverse, multi-tasking environment
- Good judgement and decision-making skills
- Budget development and oversight experience
- Excellent interpersonal skills and a collaborative management style.
- Demonstrable achievements in managing a small charity/organisation.
- Ability to inspire energy and creativity.
- Excels at operating in a fast pace office environment
- Organised, with high level analytical and problem-solving skills
- Excellent people manager
- Ability to challenge and debate issues of importance to the organisation.
- Ability to look at situations from several points of view
- Understanding of organisational structures and associated personnel issues
- Excellent computer skills and proficient in excel, word, outlook
- Capacity to be flexible in approach and adaptable to changing situations
- Able to display patience, resilience and optimism in the face of periodic pressure
- International travel when required

Additional Comments:

- The Postholder will be expected to maintain a living relationship with God and have a high regard for biblical principles
- Reasonable time will be given for retreat, prayer and personal spiritual development in liaison with your line manager

Full Job Specification is available on request.