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## 24-7 PRAYER: OPERATIONS ASSISTANT (PART TIME)

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### THE ROLE

**We are looking for someone amazing to join the 24-7 Prayer team!**

Based in our offices in Guildford, UK, this person will work closely with our COO, Adam Heather

This role will be help with a wide range of operational activities for a growing organisation, but with a specific focus on office management and HR.

The successful applicant will therefore be someone who is highly organised and a brilliant administrator, a confident decision maker and strong self starter.

### HOW TO APPLY

If you'd like to apply for the role, please send an email explaining your connection with 24-7 Prayer and why you're interested in joining with us, along with your CV and any further questions you may have to Adam Heather at **recruitment@24-7prayer.com** (Salary available on request)

The job will be a part-time position (21 hours/3 days per week) based at the 24-7 International Prayer office in Guildford, England.

Closing Date for applications: 08/09/2017

Interviews (scheduled): 26/09/2017

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

## **JOB SPEC**

24-7 Prayer is looking to recruit a part-time (3 days per week) person to be part of the office team in Guildford.

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### **RESPONSIBILITIES:**

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#### HR:

- Work closely with the COO on areas such as staff review, strategy and training
- Research, devise and oversee implementation of new HR policies and procedures
- Administer HR documentation
- Assist with the recruitment process of new hires
- Oversee employment law compliance

#### OFFICE:

- Organise the office, re-stocking supplies etc.
- Research and implement new systems and procedures
- Oversee Health and Safety including risk assessments
- Respond to phone calls and email queries

#### EVENTS:

- Support the COO and Events Manager on 24-7 Prayer's major conferences each year

#### OTHER:

- Will be involved in other areas overseen by the COO such as strategy, budgets, fund-raising and other projects as needed
- Assisting the COO organising and co-ordinating meetings

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### **ESSENTIAL QUALIFICATIONS, SKILLS & EXPERIENCE:**

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- Excellent communication and interpersonal skills
- Excellent computer literacy skills (including MSOutlook, MSWord, MSPowerpoint, MSEXcel and Google Docs)
- Project management experience and enthusiasm for events
- Ability to prioritise and work flexibly
- Attention to detail and highly organised
- Team player with excellent interpersonal skills
- Excels at operating in a fast paced environment
- Able and energised with a changing job role

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## DESIRED QUALIFICATIONS, SKILLS & EXPERIENCE:

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- Previous experience working with workplace legislation
- Full, clean driving licence
- Understanding of NFP's and the voluntary sector

### **ABOUT 24-7 PRAYER INTERNATIONAL**

24-7 Prayer is an international, interdenominational movement of prayer, mission and justice that began with a single, student-led prayer room in Chichester, England in 1999 and has spread, by word-of-mouth, into 100+ nations. For fifteen years the global 24-7 Prayer meeting has continued unbroken, impacting locations as diverse as the US Naval Academy, a German punk festival, war-zones and underground churches, the slums of Delhi, the jungles of Papua New Guinea, ancient English cathedrals and even a brewery in Missouri.

Along the way, this unusual prayer meeting has given rise to numerous new initiatives, communities and ministries particularly focusing on the poor, the marginalised and those outside the reach of normal expressions of church.