
24-7 PRAYER: PRAYER ASSISTANT (PART TIME)

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 with both our Great Britain and International Prayer Directors.

This role is about catalysing, supporting and encouraging prayer through brilliant administration, clear communications and project management.

We need a great communicator, with excellent computer literacy expertise and social media talents. You will love getting the detail right and be highly organised. You will also need to be adept at multi-tasking and prioritising in a busy environment.

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: 27/09/2017

(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.

RESPONSIBILITIES:

We need a team player that will:

- Support people who run 24-7 Prayer Rooms and other prayer projects. We need someone who enjoys communicating with people via email and phone, answering questions and receiving stories. We need an encourager, someone who loves people, who can network and connect people across regions or interests.
- Handle back-admin systems (with training), simple statistical analysis and databases without breaking a sweat.
- Be a good writer - someone with a bit of creative flair - who can gather and edit stories & resources and present them well.
- Research and write-up case studies demonstrating the impact of 24-7 Prayer on individuals, churches and communities.
- Contributing to website and social media coverage on the GB website – we have a growing GB blog, a shedload of Twitter followers, and lots of people who 'like' the photos and stories we post onto Facebook. We need someone who can work with others to develop our online presence.
- Communicate with networks who pray for the 24-7 team.
- Project Manage network days and the other training events that we run. We need someone who can co-ordinate projects and also manage volunteers.
- Lead or contribute to international and GB prayer project teams
- Other project-related tasks as needed - we run lots of fun projects!

ESSENTIAL QUALIFICATIONS, SKILLS & EXPERIENCE:

- Excellent communication and interpersonal skills
- Excellent computer literacy skills (including MSOutlook, MSWord, MSPowerpoint, MSEXcel and Google Docs)
- Project management experience and enthusiasm for events
- Social media savvy
- Ability to prioritise and work flexibly
- Good attention to detail and highly organised
- Team player

DESIRED QUALIFICATIONS, SKILLS & EXPERIENCE:

- Previous involvement in a 24-7 Prayer Room or other 24-7 activities
- Creative Writing
- As the ideal candidate you will be a committed Christian with knowledge and / or experience of the 24-7 Prayer movement.

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.