

## Prayer Spaces in Schools & 24-7 Prayer Administrator (Full-time)

### Job Specification

24-7 Prayer is looking to recruit a full-time person to be part of the office team in Guildford. 3-days-a-week will be focused on the administration, communications and project management of Prayer Spaces in Schools, working closely with the national director. 2-days-a-week will be focused on the administration and support of 24-7 Prayer Rooms around the world, working closely with International office team.

### **RESPONSIBILITIES:**

Spanning both Prayer Spaces in Schools and 24-7 Prayer International we need a team player who will:

- Support the local people who run Prayer Spaces in Schools, 24-7 Prayer Rooms and other prayer projects. We need someone who enjoys communicating with people via email, answering questions and receiving stories. We need an encourager, someone who loves people and can network and connect people across regions or interests.
- Handle back-admin systems (with training), simple statistical analysis and databases without breaking a sweat.
- We need 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 and Prayer Spaces in Schools on individuals churches and communities.

### **Additional responsibilities relating to Prayer Spaces in Schools:**

- Website and social media coverage – we have a shedload of Twitter followers, and lots of people ‘like’ the photos and stories we post onto Facebook. We need someone fluent with social media platforms who can develop our online presence.
- Co-ordinating team meetings, report-writing and record-keeping. We need someone super-organised, someone who can maintain sensible spreadsheets, take/type notes, manage bookings, and probably all at the same time.
- Project Managing our annual Day Conferences and the other training events that we run. We need someone who can co-ordinate projects and also manage volunteers.

### **Additional responsibilities relating to 24-7 Prayer International:**

- Leading or contributing to international prayer project teams
- Other project-related tasks as needed... 24-7 Prayer runs 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
- Attention to detail and highly organised
- Team player

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

- Some experience of working in or with schools in the UK
- Previous involvement in a prayer space in a school or a 24-7 Prayer room
- Creative Writing
- As the ideal candidate you will be a committed Christian with knowledge and / or experience of the 24-7 Prayer movement.
- Cake-baking expertise ☺

## **About 24-7 Prayer International and Prayer Spaces in Schools:**

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. Prayer Spaces in Schools is one of these ministries.

Prayer Spaces in Schools equips churches and Christian organisations to serve the ongoing spiritual and pastoral life of their local school communities through running simple, creative prayer spaces. More than 1200 of these prayer spaces have been hosted in local schools so far, mostly in the UK, but some in Germany, Austria, Malta, New Zealand and a few other nations too. This is an incredibly exciting time of growth and development for the movement.

Over the last year the Prayer Spaces in Schools team have launched a brand new website, which is packed with downloadable resources and encouraging stories from those running prayer spaces, and is growing all the time. We've trained more than 1000 school staff and local church volunteers, and we've hosted two national Day Conferences. We've filmed a new video about chaplaincy and permanent prayer spaces, and we've developed a Train-the-Trainer programme for our regional Networkers around the UK. We've also tracked and supported more than 400 prayer spaces in schools, which means that around 150,000 children and young people participated in a prayer space this year alone... and many of them tried praying for the first time in their lives. It's been a busy year for our small team, but it still feels like we've only just begun. Prayer Spaces in Schools is growing fast, and we need help to move into the next phase which, amongst other things, includes getting Prayer Spaces in Schools off the ground in other countries.