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## **EA TO EXECUTIVE DIRECTORS (PERMANENT, FULL TIME)**

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### **THE ROLE**

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

24-7 Prayer is looking to recruit a full-time EA to the Executive Directors of 24-7 Prayer.

The role will be based from our offices in Woking, Surrey, although some home working will be required. This person will work directly with the Operational Executives assisting on projects, as well as managing their diaries and travel arrangements.

You will have impeccable organisation and time management skills and the resilience and ability to work under pressure to sudden and tight deadlines. You'll also have excellent communication skills and be able to work with integrity and discretion when dealing with confidential information.

We need a great communicator, with excellent computer literacy. You will also need to be adept at multi-tasking and prioritising amidst a busy environment.

You will join a small, busy, friendly, capable team and this role gives many opportunities to work across a variety of projects and spheres.

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 us, along with your CV to Georgina Micklewright at [recruitment@24-7prayer.com](mailto:recruitment@24-7prayer.com). (Please note, due to the anticipated volume of applicants we may not be able to respond to every application that is received).

Closing Date for applications: 3<sup>rd</sup> October 2021

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

# JOB DESCRIPTION

<b>Postholder:</b>	<b>EA to Exec Ops</b>
<b>Line Managed by:</b>	Chief Operations Officer
<b>Salary:</b>	£26,000pa.
<b>Role Scope:</b>	Administrative duties supporting the Executive Ops team.
<b>Role Description:</b>	Executive Assistant

The post holder will act as EA to the Executive Ops team. The role of the EA is to help facilitate the delivery of the responsibilities of the Executive Ops team.

## **Key Responsibilities:**

- Administrative support in the delivery of assignments and initiatives from Exec Ops
- Diary management of the Exec Ops team (excluding CEO) including travel arrangements
- Follow up on action points on behalf of Exec Ops.
- Special relationship management with high-worth donors and other significant individuals.
- Take minutes & task actions during all Exec Ops meetings
- Prepare relevant reports as required.
- Organisation of whole team meetings and team days

## **Key Requirements & Skills**

- Experience as an Executive Assistant, Personal Assistant, or similar role.
- Excellent knowledge of Microsoft Office applications.
- Outstanding organizational and time management skills
- Excellent verbal and written communications skills
- Discretion and confidentiality

## **Additional Comments:**

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

## 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 over twenty 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.