
24-7 PRAYER: PRAYER SPACES IN SCHOOLS COORDINATOR

(FULL TIME, MATERNITY COVER UNTIL JAN 2022)

THE ROLE

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

Based in our office in Woking, UK, this person will work with our Prayer Spaces in Schools team, alongside our other 24-7 Prayer initiatives.

The role is about inspiring, supporting and equipping life-changing prayer spaces through brilliant administration, clear communications, and skilful project management. Prayer Spaces in Schools is one of the fastest growing areas of 24-7 Prayer and we need an exceptional coordinator to help take us to the next level.

We need a great communicator, someone with social media talents who loves connecting with people and can also write and create amazing resources. You will love getting the detail right and be highly organised, with excellent computer literacy. You will also need to be adept at multi-tasking and prioritising amidst a busy environment.

If you'd like to apply, please send us an email explaining why you're interested in the role, and let us know if you already have a connection with Prayer Spaces in Schools and/or 24-7 Prayer. Send the email, along with your CV, to Georgina Micklewright at recruitment@24-7prayer.com.

Closing Date for applications: 25th April 2021

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

JOB SPEC

Postholder: Prayer Spaces in Schools Coordinator

Line Managed by: Director of Prayer Spaces in Schools

Salary: £22,000

Contract Type: Maternity cover, full time (until Jan 2022)

24-7 Prayer is looking to recruit a full-time maternity cover, focused on the administration, communications and project management of Prayer Spaces in Schools, working closely with the National Director. The role is based in the 24-7 Prayer International offices in Woking, although there is flexibility for home-working.

RESPONSIBILITIES

We need a team player who will:

- Support people who run prayer spaces in schools, and other related projects. We need someone who enjoys communicating with people via email and on the phone, answering questions and receiving stories. We need an encourager, someone who loves people and can network and connect people across regions or nations.
- Handle back-admin systems (with training), analyse and present simple stats and data, and manage databases without breaking a sweat.
- Write well. We need someone with a bit of creative flair, someone who can gather and edit stories, edit newsletters, create brilliant resources, and present them well.
- Manage our website and our social media channels. We need someone who can develop our online presence and foster our online relationships.
- Coordinate team meetings, write reports and keep records. We need someone organised, who can maintain sensible spreadsheets, take/type notes, manage bookings... and probably all at the same time.
- Represent Prayer Spaces in Schools in various partnership/organisational relationship meetings. We need someone who can connect well with others and talk passionately about what we do.
- Other tasks consistent with the role. Prayer Spaces in Schools is still a fast developing organisation and we need someone who is comfortable with innovation and change and who, in performance of this role, enjoys embracing and supporting new opportunities

ESSENTIAL QUALIFICATIONS, SKILLS & EXPERIENCE

- Excellent communication and interpersonal skills
- Excellent computer literacy skills (including MS Outlook, MS Excel, MSWord, MS PowerPoint, and Google Docs)
- Attention to detail and highly organised
- Ability to prioritise and work flexibly
- Social media savvy
- Self-starter, Team player.
- Due to the ethos of the organisation and the context of our work, it is occupational requirement that the post-holder must be a committed Christian.

DESIRED QUALIFICATIONS, SKILLS & EXPERIENCE

- Previous involvement in a prayer space in a school or a 24-7 Prayer Room
- Some experience working in or with schools in the UK.
- Project management experience and enthusiasm for events
- Ability to write prayer resources for children and young people.
- Has knowledge and/or experience of the 24-7 Prayer movement (including Prayer Spaces in Schools).

Please note the successful applicant will be required to undertake a DBS check for working with children.

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 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.

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