



EA TO THE INTERNATIONAL TEAM LEADER

PERMANENT, PART-TIME (3 DAYS) £26,000 - £27500 pro rata (depending on experience)

THE ROLE

Join the 24-7 Prayer team!

Based in our office in Woking, UK, we are looking to recruit a part-time EA to the International Team Leader (ITL) of 24-7 Prayer. This person will work directly with our ITL to support the work of 24-7 Prayer.

The ITL has lots of demands on their time so you will be the one ensuring they is in the right place at the right time and that their diary, inbox and travel arrangements are managed effectively. 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 skills. You will love getting the detail right and be highly organised. You will also need to be adept at multi-tasking and prioritising amidst a busy environment.

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

If you'd like to apply for the role, please click here* <https://hr.breathehr.com/v/ea-to-international-team-leader-24793>

**when prompted in the application process, please upload*

1. *Your CV*
2. *A 1-page covering letter explaining why you are suitable for the role and why you would like to work at 24-7 Prayer.*

N.B. If you do not upload any documentation your application will not be taken further.

Closing Date for applications: 14th August 2022

Interview date: 26th August 2022

(Please note: all applicants must have an existing legal status to work and reside in the UK.)

About the organisation

24-7 Prayer began as one simple prayer meeting in 1999, and is now an international, interdenominational movement, reviving the church and rewiring the culture through non-stop night and day prayer. From apps and courses to prayer rooms and blogs; we exist to help people pray

Job Description

Postholder: EA to the International Team Leader

Salary: £26,000 - £27,500 pro rata (depending on experience)

Job type: Permanent, Part Time (3 days)

Managed by: International Team Leader

We need a team player who will:

- Act as the point of contact for all 24-7 Prayer employees and other external partners
- Manage information flow in a timely and accurate manner
- Manage small projects on behalf of the ITL
- Manage CEO's relevant calendars and schedule meetings
- Make travel and accommodation arrangements
- Format information for internal and external communication – for example emails, presentations, and reports
- Take minutes during all Leadership meetings, as well as others as asked for by the CEO.
- Communicate with Board Members, schedule Board Meetings and arrange and distribute meeting agendas
- Prepare relevant reports as required.
- Work within approved budget streams
- Other administrative duties as required by the CEO.

Key Requirements and skills

- Experience as an Executive Assistant, Personal Assistant, or similar role
- Excellent verbal and written skills
- Excellent computer literacy skills (including MSOutlook, MExcel MSWord, MSPowerpoint, and Google Docs)
- Outstanding organizational and time management skills.
- Ability to prioritise and work flexibly
- Discretion and confidentiality

The ideal candidate you will be a committed Christian with knowledge and/or experience of the 24-7 Prayer movement.

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.