



PRAYER SPACES IN SCHOOLS COORDINATOR

PERMANENT FULL-TIME £23,532

THE ROLE

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 for the role, please click here* <https://hr.breathehr.com/v/prayer-spaces-in-schools-24791>

**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: 24th 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: Prayer Spaces In School Coordinator

Salary: £23,532

Job type: Permanent, Full Time

Managed by: PSIS GB National Leader

Role Scope: Communication with people running or interested in prayer spaces in schools, along with content creation, delivery and management to promote this work and resource those delivering prayer spaces. The role is based out of the 24-7 Prayer International offices in Woking but there is flexibility around home-working.

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.
- Administrate with ease. We need someone who can 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

Key requirements / skills

- 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.

Desired skills and 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.

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.