

## **EA TO Finance, DEVELOPMENT and OPERATIONS Directors**

**PERMANENT, PART TIME (22.5 HOURS), IMMEDIATE START**

**£28,000 - £32,000 pro rata**

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### **WHO WE ARE**

24-7 Prayer is an international, interdenominational prayer movement, with a vision to revive the church and rewire the culture through non-stop night and day prayer.

We started in 1999, when a simple student-led prayer vigil went viral and groups all over the world joined in to pray. Now, over two decades later, thousands of communities have taken part in 24-7 Prayer in churches, communities and cities in over half the countries on earth. From apps and courses to prayer rooms and blogs; we exist to help people pray.

### **THE ROLE**

We are looking to recruit a part-time Executive Assistant to work directly with our Finance, Development and Operations Directors to support the work of 24-7 Prayer. These Directors lead all our back-of-house functions and you will assist them by managing their busy diaries and inbox, organising travel arrangements, helping with administrative tasks relating to all our back-of-house processes and people, being the friendly point of contact for all 24-7 Prayer staff and external contacts.

You will have impeccable organisation and time management skills alongside excellent communication and soft skills. You'll be able to work with integrity and discretion when dealing with confidential information and will love getting the detail right.

This role can be either based in our Woking office or a hybrid role – ideally you'll be able to be in our Woking office once a week. If hybrid, there is a requirement to attend mandatory in-person meetings typically at either our Woking office or Waverley Abbey House in Farnham once a month. This role may occasionally require some travel nationally and internationally.

If you would like to apply for the role, please click [here](#) to complete the application form. 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.

*\*If you do not upload both pieces of documentation your application will not be taken further.*

**Closing date for applications:** Sunday, 26<sup>th</sup> April 2026

**Interviews:** w/c 4<sup>th</sup> May 2026

Please note that this role holds an occupational requirement for the post holder to be a practising Christian with a living relationship with God, living in accordance to biblical principles. This is in accordance with Schedule 9 of the Equality Act 2010.

**Our offer to you:**

- **Being part of a team:** as we seek God's kingdom through prayer, mission and justice. We are highly relational, and we're committed not just to supporting others to pray, but to being shaped by a culture of prayer ourselves.
- **Flexible working:** we care about your wellbeing and encourage flexible work arrangements such as hybrid working to promote work-life balance.
- **Leave:** 25 days of AL days, which increases with service, in addition to bank holidays.
- **Retreat days:** 6 days a year (pro-rata for part time).
- **Family friendly policies:** such as flexible working, maternity policy, parental leave.
- **Pension Scheme:** we offer a group stakeholder pension scheme with 7.5% employer's contribution and an employee contribution of 4-9%.
- **Training opportunities.**
- **Life Assurance:** upon death while in service, the payment covers three times the value of the employee's annual salary.
- **Employee Assistance Programme** through Spark.
- **Complimentary ticket** to attend Wildfires festival and our International Gathering.

## Job Description

<b>Job title:</b>	EA to Finance, Development and Operations Directors
<b>Salary:</b>	£28,000 - £32,000 pro rata (depending on experience)
<b>Contract type:</b>	Permanent, full time
<b>Line managed by:</b>	Operations Director
<b>Role Description:</b>	To provide organisational, scheduling and correspondence support to the Engine Room Directors – Finance, Development and Operations.

### Key Responsibilities:

- Manage the Directors' relevant calendars and schedule meetings.
- Assist with management of Directors' inboxes and correspondence.
- Act as a point of contact for the 24-7 Prayer staff and other external partners, working closely alongside other EAs on the team
- Lead scheduling and communications for the Engine Room team (made up of 7 departments) ensuring we integrate and communicate well
- Format information for internal and external communication – for example emails, presentations, and reports.
- Manage small projects on behalf of any of the Directors.
- Prepare relevant reports as required.
- Other administrative duties as required in support of the Engine Room

### Key Requirements and Skills:

- Manage information flow in a timely and accurate manner.
- Work within approved budget streams.
- Experience as an Executive Assistant, Personal Assistant, or similar role.
- Excellent verbal and written skills.
- Excellent computer literacy skills (Outlook, Excel, Word, PowerPoint, Teams).
- Outstanding organisational and time management skills.
- Ability to prioritise and work flexibly.
- 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.
- The post-holder will be expected to display high levels of cultural intelligence and maintain a commitment to diversity ensuring that voices within the movement are heard and valued.