

HUMAN RESOURCES & OPERATIONS ADMIN OFFICER

PERMANENT, FULL TIME, IMMEDIATE START

£ 28-32K (*depending on experience*)

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 HR & Ops Administrator at 24-7 Prayer International who will work with our HR Advisor and Operations Manager. You will play a key role in recruitment and onboarding and support with day-to day HR activities and projects, and also provide operational support for our office in Woking. This is a newly created role, in an exciting time of growth for us as an organisation. We need someone who is highly organised and attentive to details. You'll also be passionate about prayer and eager to be part of a movement that is seeing tremendous growth in recent years.

We offer a flexible and supportive work environment - hybrid working practices have been adopted by many of our team. This role will require the successful candidate to commit to work from our office 2-3 days a week, and 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, 26th April 2026

Interviews: w/c 4th 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.

HR & Ops Admin Officer**JOB DESCRIPTION****Job title:** HR & Ops Admin Officer**Line managed by:** HR Advisor**Contract type:** Permanent, full time**Salary:** Associate banding

Job location: This role can be either based in our Woking office or a hybrid role. If hybrid, there is a requirement to come the office 2-3 days a week. You are also required to attend mandatory in-person meetings at either our Woking office, Guildford or Waverley Abbey House in Farnham (averaging once a month). This role may occasionally require some travel nationally and internationally.

Role Description: Administration of HR and Operations functions:

- Play a key role in recruitment and onboarding. Support with day-to-day HR activities and projects.
- Provide operational support for the office at One Crown Square in Woking.

HR Admin Key Responsibilities:**Coordinate recruitment and onboarding administration, supporting the end-to-end hiring process.**

- Liaise with hiring managers and external recruiters (job descriptions, job posting)
- Scheduling of interviews, candidate communication.
- Complete pre-employment checks (right to work, references, documents for DBS).
- Prepare offer letters and contracts.
- Coordinate new employee onboarding
- Manage probation review documentation.

Support with day-to-day HR activities and projects.

- Maintain and administer HR systems in compliance with GDPR and data retention policies.
- Support HR Advisor as required.

Operations Admin Key Responsibilities:

- Be a first point of contact for queries coming in via the phone and to our 24-7 Prayer inbox.
- Liaise with the front of house reception team to coordinate external visitors, and liaise with landlord/external suppliers *ad hoc* on facilities issues.
- Oversee day-to-day requirements for the smooth functioning of the office – supporting designated office hosts, hosting of interviews and key meetings, postal services, security, supplies as well as onboarding of new starters.

- Work with team to regularly update office expression of prayer including prayer room stations and prayer wall.
- Support the Operations & Compliance Manager with office risk assessments and mitigations.
- Support the Operations team with projects as the need arises.

Key Requirements and Skills:

- Excellent verbal and written skills.
- Personable, able to communicate our value of hospitality.
- Discretion and strong listening skills are critical for this high trust role.
- Excellent computer literacy skills (including MSOutlook, MSWord, MSPowerPoint, MExcel).
- Previous administrative experience.
- Ability to prioritise and work flexibly.
- Attention to detail and highly organised.

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.