



24-7 PRAYER IRELAND: OPERATIONS and ADMINISTRATION COORDINATOR

THE ROLE:

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

This person will work with our 24-7 Prayer Ireland team, alongside our other 24-7 Prayer initiatives.

The role is about providing essential operational and administrative support and communications to facilitate the growth of 24-7 Prayer in Ireland and help take us to the next level. We are looking for someone with excellent administrative skills who can help us manage the growing demands on the organisation and creatively communicate with churches, para-church agencies and individuals as they engage with the work of 24-7 Prayer.

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 24-7 Prayer. Send the email, along with your CV, to Lucy Hill - lucy@24-7prayerireland.com

Closing Date for applications: 4 September 2026

Interviews: w/c 14 September 2026

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

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 have been working and serving the church in Ireland since 2002.

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Job Title: Operations and Administration Coordinator

Contract: Part-time - 15 Hours/week (flexible with some evening/weekend hours)

Salary: £10,800-£12,000 (NI based) / €14,000-€15,500 (ROI based) - salary is dependent on experience and geographical location

Location: Flexible/Remote with termly team meeting in NI

Line Managed by: National Director

This role serves a key purpose in the Ireland team, ensuring that foundational admin processes are strong and working well. This role works with all Ireland team members providing project support and maintains day-to-day running of team systems. The Admin Officer works closely with the National Director to make sure that the team runs smoothly.

Job Description

Ensure admin processes run smoothly on behalf of the team. This includes (but isn't limited to):

- Coordinating team reporting
- Overseeing back-end admin systems of the prayer rooms website for international prayer room data collection and reports
 - Support bookkeeping procedures
- Supporting the National Director with the day-to-day running of the team budget
- Responsible for ensuring team are confidently using reporting / data collection systems
- Responsible for administrating the smooth-running of team meetings / gatherings
- To attend to insurance, invoices and payments. support budgeting and bookkeeping procedures
 - To assist in compliance for charitable reporting .
- Support the team with policy reviews and drafting new policies as required.



Support team communication channels:

- To manage communications with 24-7 Prayer Ireland database, supporters and networkers
- Provide project support for specialist projects and initiatives across the team.
- Working alongside all roles and initiatives to deliver time-bound projects which serve the vision and strategy – for example; prayer sign up campaigns / events / training events/ resource development.
- Supporting teams to review strategy / projects and events in order to inform future plans
- Working alongside team initiatives to draw up project plans, timelines and work with the team to determine roles and responsibilities

Organisational Requirements

- All staff are expected to live out 24-7 Prayer's values as they represent 24-7 externally.
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of the global 24-7 movement strategy.
- All 24-7 prayer staff share responsibility to promote and maintain a strong safeguarding culture, including the key actions they should take given their role and responsibilities.



Qualifications - We welcome applications from all those who can demonstrate the skills and experience outlined above.

Key Skills & Expertise:

ESSENTIAL QUALIFICATIONS, SKILLS & EXPERIENCE :

- Administration
- Event Coordination / Management
- Document Processing

IT REQUIREMENTS:

- Excellent knowledge of Google suite
- Project and database management software
- Familiarity with Mailchimp, Zoom, Teams and Canva
- Good working knowledge of social media (Facebook, Instagram).

DESIRABLE QUALIFICATIONS, SKILLS & EXPERIENCE :

- Charity Governance/Operations
- Basic Accounting
- Project management experience
- Knowledge and/or experience of the 24-7 Prayer movement

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Personal attributes:

- Passionate about the work of 24-7 Prayer and committed to its vision and values.
 - Self-starter who is comfortable taking initiative.
 - Excellent multi-tasker who loves to juggle -experience managing multiple tasks with multiple deadlines.
 - Ability to establish and maintain good working relationships within the team and with external partners.
 - Excellent attention to detail.
 - Able to convey information clearly and accurately.
 - Committed to experiential learning and training.
 - Works well as part of a team.
 - Due to the ethos of the organisation and the context of our work, it is an occupational requirement that the post-holder must be a committed Christian.
- Expected travel - some travel around Ireland to serve strategic goals
- Expected anti-social hours occasionally required for gatherings and events