



Prayer for Israel (PFI) is a Christian Charitable Incorporated Organisation dedicated to prayer, practical support, and biblical teaching about God's purposes for Israel and the nations. Founded to help the Body of Christ understand and engage with God's covenant promises, PFI seeks to see the name of the Messiah proclaimed and His kingdom advanced.

Prayer for Israel was established to:

- Preach the Gospel of the Messiah by all means.
- Foster Godly prayer events.
- Provide Biblical teaching events.
- Produce, publish and distribute Christian material.
- Provide support and relieve need, hardship and distress in Israel and elsewhere.

The work has now continued for over 50 Years.

Prayer for Israel is a Christian charity dedicated to prayer, practical support, and advocacy for the people and land of Israel. All staff members are expected to share and uphold our mission, rooted in biblical teaching, prayerful commitment, and the proclamation of the gospel.

Due to the nature of our work, the post holder must be a practicing Christian who is fully aligned with the charity's statement of faith and ethos.

As part of a small and dynamic team, the post holder is expected to:

- Work collaboratively and supportively with colleagues, volunteers, and prayer partners.
- Demonstrate flexibility and a willingness to adapt as the charity's needs evolve.
- Contribute proactively to shared projects, campaigns, and occasional out-of-hours events.
- Suggest and implement ideas to enhance supporter engagement, improve internal processes, and further the charity's mission.
- Undertake any other reasonable duties consistent with the purpose and responsibilities of the role, as required by the Strategic Manager or Director.

Above all, we value team members who are prayerful, professional, proactive, and passionate about seeing God's purposes for Israel fulfilled through faithful service.





Job Title: Administration & Supporter Relations

Full-Time: Minimum 5 working days per week (37.5 hours)

Responsible to: Strategic Manager

GENERAL OFFICE ADMINISTRATION

- Processing incoming post, gifts, and orders received by PFI; shipping via Royal Mail and other services.
- Purchasing resources and stock where necessary.
- General office upkeep and operation, including insurances and licence renewals.
- Ordering supplies (stationery, sundries) necessary for smooth office function.
- Managing all incoming calls, emails, voicemails, and enquiries from prayer partners and general enquirers.
- Responding promptly and professionally to all communication.
- Forwarding relevant enquiries to appropriate team members.
- Working towards a paperless office environment through electronic record keeping.

PRAYER PARTNER LIAISON & ENGAGEMENT

- Actively manage communication with prayer partners and prayer groups (via phone, email, letter, WhatsApp).
- Engage and respond to prayer partners using social media platforms and messaging channels.
- Create and schedule prayer updates on social media; monitor and respond to online engagement (comments, Direct Messages).
- Track engagement metrics (open rates, feedback).
- Forward relevant prayer communication to team members.
- Develop relationships with churches to identify opportunities for further engagement.
- Support organisation of, and attend where appropriate, conferences, prayer days, and ministry meetings.

EVENT & TRAVEL COORDINATION

- Source and plan PFI-hosted conferences, prayer and Bible days (both in person and online).
- Work closely with prayer group leaders to develop prayer and Bible days.
- Assist with Monday online prayer gatherings and other events as required.
- Plan UK-wide prayer and fellowship days, including venue booking, catering, and volunteer coordination.
- Coordinate travel logistics (flights, hotels, transport) for staff, Director, church leaders and affiliated ministries.
- Arrange team away days, internal retreats, and accommodation as needed.
- Be willing to attend select events in person as required.

FINANCE SUPPORT & INTEGRATION

- Liaise closely with the Finance Lead in processing donations, gift aid, and other finance-related enquiries.
- Forward financial queries to the Finance Lead when needed.
- Handle post and banking processes, including cheque deposits and credit card transactions.
- Process reconciliation data accurately using internal systems





DATABASE ADMINISTRATION

- Maintain accurate and current supporter records.
- Update and process all new registrations and changes (e.g., address updates, deceased members).
- Oversee database software updates and manage subscription timelines.

PERSONAL ASSISTANT SUPPORT/ TEAM COMMUNICATION & SUPPORT

- Manage diaries and schedules for the Director and key team members.
- Book and coordinate travel arrangements.
- Schedule and follow up on internal and external meetings.
- Actively participate in team meetings and promote cross-team communication.
- Ensure relevant information is shared among staff.
- Support other staff in their roles and assist with shared or overflow tasks.
- Suggest quarterly planning ideas (guest speakers, campaigns, themes).

PODCAST & MEDIA SUPPORT

- Research potential podcast or interview guests.
- Schedule recordings and prepare guests.
- Write basic show notes and promotional posts.
- Promote episodes via email and social media.

INITIATIVE & PROACTIVITY

- Suggest and implement new ideas for events, outreach, or process improvements.
- Identify time-saving tools or systems (automation, digital forms).
- Contribute to long-term ministry planning and development.

DIGITAL SKILLS & TOOLS

- Proficient in Microsoft Office Suite and video conferencing platforms like ZOOM.
- Basic graphic design skills for creating promotional posts, flyers, or invitations.

KEY ATTRIBUTES

- Excellent communication skills (verbal, written, electronic).
- Strong organisational and multitasking abilities.
- Strategic awareness of the charity's goals and ability to contribute across functions.
- Willingness to work flexibly as part of a small, dynamic team.
- Awareness of office costs and focus on growing Prayer Partner supporters.
- Occasionally available to work outside normal office hours.

Salary: £23,000-25,000 depending on experience.

Annual Leave: 25 days + UK public holidays

Workplace: Home-based with occasional travel

Start Date: To be confirmed





Key: (AF) Application Form; (I) Interview

	Essential Requirements	Desirable requirements	Assessment
Qualifications			
5 GCSEs/GCEs C grade or above, including English	E		AF
NVQ in Business Administration		D	AF
Degree or equivalent		D	AF
Experience			
Experience of working in an administrative capacity	E		AF/I
Experience of answering queries by telephone from the public	E		AF/I
Experience of managing a varied workload and ability to meet tight deadlines	E		AF/I
Experience of working in the areas of Christian ministry or the charity sector: paid or voluntary		D	AF/I
Knowledge and Skills			
Excellent communication and interpersonal skills with a professional telephone manner	E		AF/I
Intermediate/Advanced IT skills including Microsoft Office e.g. Outlook, Word, Excel, Teams, MS Forms, MS Lists, and mail merge. Experience of database usage.	E		AF/I
Excellent proofreading skills	E		AF/I
Competent with online content and good knowledge/use of social media platforms	E		AF/I
Able to produce professional documents in efficiently	E		AF/I





PRAYER FOR ISRAEL

Encouraging Jewish and Arab Believers in Israel

	Essential Requirements	Desirable requirements	Assessment
Able to multi-task with accuracy whilst remaining calm and professional under time pressure	E		AF/I
Able to work on own initiative and time manage tasks to meet deadlines whilst factoring in unexpected tasks	E		AF/I
Have a flexible attitude to changing nature of tasks	E		AF/I
Able to work as a team member	E		AF/I
Able to organise meetings and events with good attention to detail	E		AF/I
Able to develop new systems to improve efficiency		D	AF/I
Able to provide written and verbal advice with clarity and confidence	E		AF/I
Have a positive approach to problem solving	E		AF/I
Able to deal with and maintain confidential information complying with data protection laws	E		AF/I
Commitment to continuous professional development	E		AF/I
Commitment to working with churches and Christian organisations	E		AF/I
Have an appreciation of the diverse church communities in the UK & abroad		D	AF/I
Sympathy with the aims and values of Prayer for Israel	E		AF/I
Able to take minutes for meetings	E		AF/I
Able to manage electronic team diaries.		D	AF/I
Work related Circumstances			
Willing to attend occasional evening/weekend meetings with prior notice	E		AF/I
Willingness to travel to meetings elsewhere in the UK (car required)	E		AF/I



01952 604207



www.prayerforisrael.org



info@prayerforisrael.org