**ROLE TITLE:** TEN Prayer Ambassador (voluntary)

**REPORTS TO:** Chief Executive Officer

**DAY TO DAY SUPERVISOR AND OFFICE CONTACT:** Supporter Relations and Funding Development Officer

**PRINCIPAL PURPOSE OF ROLE:**

Prayer underpins all our work at TEN and this role is to coordinate and develop prayer support for the work of TEN and our partners.

**HOURS:** Flexible

**WORK ENVIRONMENT:**

It is envisaged that most of the administration for this role can take place in the home environment. If required, the Prayer Ambassador is welcome to use the TEN office and a hot desk for preparation and other tasks. The Prayer Ambassador is encouraged to visit the Bristol office at least twice yearly to keep in contact with the TEN staff team.

**MAIN ROLE FUNCTIONS:**

The TEN Prayer Ambassador role can include the following…

**Communications**

* Work with the TEN Communications Officer and the Supporter Relations and Funding Development Officer to ensure that the TEN prayer opportunities are communicated to churches and supporters.
* Work closely with the Partners and Projects Officer and Communications Officer to find out from partners about current prayer requests so that they can be publicised in the prayer bulletins.

**Administration**

* Prepare and send out the weekly prayer sheet at the start of each week to our team of intercessors via Mailchimp.
* Work closely with the Communications Officer to prepare and compile partners’ prayer requests in the quarterly Heart Cry prayer diary as part of the magazine, ‘Connect’.
* Work with the TEN staff team to organise an annual day of prayer, to promote and publicise it on-line to supporters.
* Develop the use of social media to connect with new supporters to publicise non-confidential prayer opportunities.
* Research, write up and send a short quarterly prayer item on one of TEN’s partner countries to Global Connections for their quarterly World Prayer News bulletin.
* Maintain regular contact with the TEN office to access resources and keep abreast of relevant developments
* Familiarise oneself with the Vision, Values and strategic plan of TEN in order to represent TEN effectively.

**Supporting TEN’s partners and projects**

* Keep abreast of updates and information from partners to include in prayer bulletins.

**Policies and Protocols**

* Adhere to TEN’s policies and procedures
* Be sensitive to the need for confidentiality with certain prayer items
* In accordance with the new GDPR regulations, store all TEN supporter and partner information securely in Salesforce and in SharePoint in accordance with TEN’s privacy policy:

<https://www.ten-uk.org/privacy-policy/>

### **Qualifications and Personal Requirements**

**Essential**

* This role has a genuine occupational requirement for a committed evangelical Christian
* Able to adhere to the vision and values of TEN as an evangelical Christian organisation
* Able to work within the practices and policies of TEN
* Personable, polite and punctual and able to contribute to both a positive work environment with the TEN office staff and a positive representation of TEN, in and out of official time on assignments
* Able to work on own initiative and as part of a team
* Excellent communication skills, both written and spoken
* Excellent interpersonal skills

**Other:**

* The statements contained in this role description reflect general details as necessary to describe the principal functions of this voluntary role. A TEN Prayer Ambassadoris encouraged to use their gifts, creativity and initiative to bring new ideas, opportunities and openings for TEN, within the strategic direction of the organisation and with the agreement of the CEO and trustees.
* From time to time a TEN Prayer Ambassador may be invited to consider other roles to enhance the work of TEN as an organisation.
* This role description will be reviewed according to the needs of the service.
* Volunteer Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_
* Senior staff member position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date \_\_\_\_\_\_\_\_\_\_\_\_\_