



WE'RE HIRING!

ST MARTIN-IN-THE-FIELDS



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Administrative Officer Application Pack

Closing date: Tuesday 5 October 2021

WHO WE ARE?

St Martin-in-the-Fields (St Martin's) is the iconic church on the corner of Trafalgar Square, which has been opening its door to visitors since the early 1200s. In 1987 St Martin's formed its own trading company to support the work of the church and grew its business through the Café in the Crypt, the Cafe in the Courtyard, events (corporate hire) and over 350 Concerts.

Like many organisations, St Martin's is entering a phase of regeneration and renewal following the devastating impact of Covid on our business and our staff. We are adapting to a new way of working and our business model is changing as we respond to the world around us. Because of this, all staff will need to remain flexible and agile as their roles and responsibilities flex to new ways of working or as we deal with any ongoing external factors that may impact our plans. We like to think of the future with excitement and as a time of opportunity and a chance to embrace change. We are looking for people to join our team who share that view of the world.

To help us deliver all we want to achieve we need a real can-do person who will get stuck in! Organising the central office core administration, supporting the CEO and running small one-off projects. Someone who will support the behind-the-scenes stuff and help the commercial team grow from strength to strength. You will work directly with the CEO and Senior Managers and wider St Martin's team.

ARE YOU INTERESTED?

The role is ideal for an individual passionate about getting stuff done, is organised and a real team support. Your primary responsibility is to provide excellent administration. You must actively and positively engage with colleagues and visitors. You will be the first point of contact on the phone, receiving visitors to the office and providing information about our activities over the phone or by email. This role requires flexibility, commitment and understanding of the entire organisation. You will need the people and organisational skills to make sure we run the office smoothly.

We are looking for people with initiative who can work in an agile and proactive way – identifying areas where they can add support and spotting opportunities to help colleagues.

WORKING WITH US

Based at: St Martin-in-the-Fields, Trafalgar Square, London

Working pattern: full time, Monday to Friday

Salary: £28,000 pa plus Workplace pension (subject to t & cs)

Perks: free tea and coffee, access to Employee Assistance Programme (EAP), discounts in shop and café (subject to t & cs)

Holiday entitlement: 25 days holiday plus bank holidays

For a full job profile see our website <https://www.stmartin-in-the-fields.org/jobs/>

St Martin's is a place where everyone is welcome, and we welcome applications from everyone. We want to attract people to work for us from a broad range of backgrounds with diverse attitudes, opinions and beliefs so that we can continue to look at the world with fresh eyes and find new ways of doing things.

St Martin's is committed to diversity and inclusion, and we believe this helps us to be a more relevant and effective organisation.

JOB PROFILE

Main duties and responsibilities

1. CEO admin support

- Coordinate the CEO's diary, including arranging meetings and schedules
- Draft correspondence for the CEO as appropriate
- Producing documents, briefing papers, reports, minutes and presentations
- Implementing and maintaining procedures/administrative systems
- Liaising with visitors
- Reminding management of important tasks and deadlines
- Administering databases and filing systems
- Setting up rooms for meetings
- Support and distribute communications from the CEO liaison as appropriate

2. Governance administration

- Liaising with SMITFL Board and other stakeholders as required
- Create and review systems and communication as necessary to make sure that governance is carried out efficiently and transparently, and supports the wider governance
- Maintain the policy review schedule, publishing information and providing advice to policyholders when required
- Provide administration and advice on Data Protection, Freedom of Information and records management, adhering to GDPR regulations

3. General administration

- Assist with any training needs
- Take and prepare minutes, action points and papers for meetings and organise and prepare facilities for SMT meetings and regular team meetings
- Answer main switchboard, door and general mailbox
- Manage post
- Reporting maintenance issues
- Order stationery
- Participate in regular team meetings
- Manage SMITFL's memberships, subscriptions and affiliation
- Responsible for the day to day operational and administrative aspects of St Martin-in-the-Fields
- Provide support to colleagues, answering queries and directing them to the relevant source or person
- Acting as a first point of contact: dealing with correspondence, including emails and phone calls

4. General

- Support inductions of new joiners, consultants and freelancers, working with HR
- Attend regular SMITF meetings



PERSON SPECIFICATION

To be effective in this role you will need to demonstrate knowledge of the following, including formal training where appropriate:

- Experience and understanding of excellent administration support
- Excellent written and verbal communication skills
- Superb organisational skills
- Ability to prioritise and multitask in a pressured environment
- Ability to service meetings, taking accurate minutes and distributing in a timely fashion
- Ability to respond calmly yet confidently to last minute challenges and projects
- Produce consistently accurate work
- A good level of general education
- Computer literate (Microsoft Word, Excel and Outlook)

On top of this you will need to:

- Display and exercise discretion, sensitivity and confidentiality at all times
- Ability and willingness to work flexible hours
- Commitment to wholeheartedly endorse and embrace the ethos and mission of St Martin's and to live this out in all elements of the role
- And, great interpersonal skills and a calm “can do” attitude!

HOW TO APPLY

To apply for this post, please email the following to recruit@smitf.org by 5 pm on Tuesday 5 October 2021.

- a supporting statement, explaining why you want to join us
- a CV including details of two referees, one of whom should be your current or most recent employer
- interviews by arrangement in person, following a covid safe practices

If you would like to chat about this role, please email HR or call 020 7766 1101.

For a full job profile see our website <https://www.stmartin-in-the-fields.org/jobs/>

As we generally receive a high volume of applications, we do not acknowledge receipt. Only shortlisted candidates will be contacted. Please note this advert may close at short notice. Interview dates tbc.

WANT TO KNOW MORE? Look at our social channels to get a glimpse inside life at St Martin's



@stmartininthefield
@smitf_london



@smitf_london



@stmartininthefield

