



Position	Executive Assistant
Department	PCC
Responsible to	Associate Vicar
Salary	£25,000 - £30,000 per annum, pro rata
Location	St Martins, Trafalgar Square, WC2N 4HJ
Full-time/Part-time	0.6-0.8, fixed-term contract (early January- 10 April 2023) (Monday - Thursday)
Role overview	To provide coordination and administrative support for the St Martin-in-the-Fields Associate Vicar for Ministry. This role will facilitate the Associate Vicar during a period of study leave for the Vicar of St Martin's, with particular support for the Associate Vicar, managing their diary, providing administrative support and ensuring the smooth operation of their office on a day-to-day basis.

Background

St Martin-in-the-Fields (St Martin's) is a remarkable place to work. Located in the heart of London on Trafalgar Square, we are a place for everyone, everywhere, every day – to worship, reflect, relax, meet, eat and drink, enjoy the arts and much more. The church is a 300-year-old architectural jewel. We have iconic spaces that attract hundreds of thousands of people to our site each year.

St Martins church has a national and international reputation for its innovative and compassionate approach to faith. It aims to reimagine church and society. The congregational life has the beauty of a cathedral but the close family feel of a small parish church. The Associate Vicar for Ministry oversees the congregational life as well as the development of a theological understanding across the wider St Martins campus. The congregational life fits within 5 large organisations covering our work within the arts and charity sector. The team for Congregational Life and Public Theological Ministry of the church covers a small team of clergy, administrators, ministry leaders and musicians as well as a large network of lay leaders. The team endeavours to embody the theological values of St Martins within the day to day administration and organisation as much as in the sermons and services.

Nature and scope of the job

The Executive Assistant to the Associate Vicar is primarily responsible for the smooth running of the Associate Vicar's schedule, providing administrative support for her and occasionally her wider congregational life team, especially the PCC treasurer and Worship Coordinator as they carry extra responsibility during this time.

Who we are looking for

SMITF welcomes applications from all sections of the community and is committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equality and representation and appoint on merit.

Main duties and responsibilities

- Manage the Associate Vicar's diary, schedule meetings, ensure they are appropriately briefed for meetings and highlight any issues which may arrive from schedule conflicts so that they can be managed appropriately;
- Monitor and manage the Associate Vicar's inbox and assign priority to their actions;
- Organise, take minutes for and circulate action points following various meetings to be attended by the clergy team including both internal and external meetings;
- Coordinate a timetable of communications between the Associate Vicar regarding her direct reports and key internal and external stakeholders;
- Book travel arrangements;
- Process her expenses forms and invoices;
- Attend some meetings to gather information for the Associate Vicar;
- Support the Associate Vicar in bringing to their attention important information and deadlines;
- Take in and assimilate information about the day to day working issues of St Martins for key stakeholders such as the church wardens as requested;
- Gather resources needed for the Associate vicar's appointments and services;
- Ensure that visitors of the clergy are supported in terms of administrative requirements, logistical needs and hospitality arrangements;
- Organise and receive courier packages and occasionally running errands;
- Chase emails for responses;
- Manage the clergy office phone inbox and forwarding messages across the organization as appropriate;
- Coordinate internal and external communication on behalf of the Associate Vicar, when necessary; and
- Other ad hoc administrative tasks based in the St Martin's church offices and church.

Knowledge, skills and abilities

We are looking for an experienced executive assistant who is enthusiastic and detail-oriented, who is keen to embrace challenges head-on and relishes working in a dynamic environment.

You will have:

- Exposure to or experience in a previous personal/executive assistant role;
- Good knowledge of church operations;
- Enthusiastic support of the religious aims of the Associate Vicar in her role
- Excellent communication skills, both written and verbal, with a flair for stakeholder diplomacy;
- Exceptional organisational skills, attention to detail, memory skills and ability to manage multiple stakeholders;
- The ability to show discretion and treat information confidentially;
- Knowledge of relevant computer systems and software programmes (Microsoft Office), familiarity with spreadsheets;
- Integrity, high personal standards and sound judgement; and
- 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.

How to apply

To apply for this post, please email the following to peopleandculture@smitf.org by **08/01/23**

- A supporting statement, explaining why you believe you will excel in this role
- An up-to-date CV detailing your relevant achievements

Interviews will be held as suitable applications are received. SMITF reserves the right to close and appoint to this role within the stated advertising period, and so advises early applications are submitted.