



Job Profile

Job title	Office Administrator and Archives Assistant
Department	CHOPS
Responsible to	Head of Ministry Operations
Key internal relationships	Clergy, Vergers, Worship Coordinator, Maintenance Team, Archives volunteers
Salary	£25,000 per annum, pro rata
Working Hours	16 hours per week, with the potential for additional hours where necessary
Main purpose of job	To support the smooth running of the church office and archives work

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.

Main duties and responsibilities

1 Church Office

- Assist with facilitating of the CHOPS team accessing the room-booking software;
- Meet and greet visitors here for church operations meetings – escorting them to the appropriate room and ensuring they have refreshments as needed;
- Collect and distribute the post, taking outgoing mail to the post box or post office;
- Run errands in the local area such as sourcing materials or catering, collecting printing from the printers; and
- Assist in keeping the stationary/printer paper tidy and order new stationary for the office.

2. Congregation Life

- Arrange meetings and take minutes for the Chinese Congregation Leadership Team
- Arrange training for church teams;
- Keep the Clergy Hospitality rooms (Austen Williams and George Richards) and associated kitchen and hallway in good order, processing lost property, emptying dishwasher, etc.;

- Link with maintenance team regarding Church Operations room maintenance (assisting technicians in identifying the areas in need and with information about our use of them, sending chasing emails, etc); and
- Book meetings for clergy and Head of Ministry Operations and adding appointments to diaries in outlook.

Enquiries and Communication

- Assist congregation volunteer leaders with expenses forms;
- Take and distribute basic minutes at meetings;
- Manage incoming phone calls, directing them to the appropriate individuals or departments. Answer general inquiries from members of the public, locate and provide information about the organization, and relay messages accurately;
- Check unassigned email inboxes, Facebook messenger, etc for enquiries from the congregation or public and respond or direct the information to the appropriate person to respond; and
- Putting sermons on the website and going through the back catalogue to accurately label to make them easier to search.

4. Cover Verger

- Set up for lunchtime services;
- Counting the donation/collection money and take it to the bank;
- Arranging liturgy books for celebrants with correct readings;
- Tidying the church pews;
- Set up and monitor the sound desk during services; and
- Meet and greet members of the public and answer questions about the work of the church.

5. Being With Courses in St Martin's

- Collect and process to Staying in Touch and Being With cards from the church;
- Provide administration for Being With Courses run by the St Martin's congregation (6-8 courses a year):
 - Setting up weekly zoom link;
 - Sending out weekly emails with Wonderings and Zoom links;
 - Responding to queries from participants and potential participants;
 - Book room and prepare materials for in building Being With Courses;
- Prepare written materials for Being With training in St Martin's; and
- Keep good records and feedback from BW@SMITF to pass on to the Being With Charity.

6. Archives

- Keep the archives in good order in line with guidance from archive review;
- Set up meetings and respond to emails regarding the archive review and ongoing relationship with stakeholders and experts relating to the review;
- Catalogue existing archives according to archive review;
- Archive new pieces appropriately;

- Respond to enquiries and facilitate access to the archives from members of the public as appropriate;
- Respond to members of staff seeking information about our archives and retrieving archive materials as appropriate for SMITF purposes;
- Maintain relationship with archives team at Westminster Abbey, and other churches with well-established archive work; and
- Manage a rota of volunteers and train new volunteers in basic archiving tasks.

This is not an exhaustive description of the duties. Aspects will change over time and the jobholder is expected to contribute to the role's development and progression.

Knowledge, skills and abilities

Essential

- Good knowledge and appreciation of church services, and the values of the church;
- Attention to detail and a conscientious approach to everyday, sometimes repetitive tasks;
- Computer literate (Microsoft Word, Outlook, Rendezvous, Mailchimp, Facebook Messenger);
- Ability to respond calmly yet confidently to last minute challenges and problems;
- A high level of respect for confidential information;
- Excellent organisational skills;
- Team player with an interest in people, who enjoys working with others within a large and varied organisation; and
- Enthusiastic support with the aims and theology of St Martin-in-the-Fields.

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.

How to apply

To apply for this post, please email the following to peopleandculture@smitf.org by **noon on 31/10/2023**:

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

SMITF reserves the right to close and appoint to this role within the stated advertising period, and so advises early applications are submitted.