



St Martin-in-the-Fields

Church Coordinator

Closing date - 27 January 2020

Who we are

St Martin-in-the-Fields is a unique configuration of cultural, charitable and commercial initiatives rooted in the life of a vibrant Church of England congregation. Our vision is *At the heart. On the edge*. This declares that we see ourselves at the heart of London, through our location on Trafalgar Square, and of the nation, through our 500-year links with the royal family, and also of the church, through our national profile gained through nearly a century of broadcasting and our flagship role in social issues – but also appealing to the heart through our long tradition of choral and classical music and our reputation for compassion gained through a century of engagement with poverty and destitution. It also names our calling to be on the edge, not just of Trafalgar Square but alongside those on the edge through being excluded, ignored or oppressed by society or church, and on the cutting edge of innovation in culture, commerce, charity and congregational life.

About the role

This is an interesting, wide ranging and supporting role requiring a broad range of skills. You will be working closely with Clergy, congregation, office admin, verging team, events, catering, concerts, retail teams, contractors and others. Therefore, excellent communication and relationship building skills are a key part of this role, as well as an ability to be pastorally sensitive in all communications.

You would provide support to the Associate Vicar of Ministry and the clergy team, helping to ensure the smooth running of this energetic and diverse church.

To resource and support church operations and cross site activity, the clergy team and the vibrant St Martin's congregation with excellent hands-on organisation, enabling the life of this large and multi-faceted church to flourish.

Working at St Martin's

- **Based at** - St Martin-in-the-Fields, Trafalgar Square, London
- **Working pattern** - Five regular days each week:
Monday - Sunday
- **Salary** - £26,000 - £28,000 (depending on experience) per annum, plus workplace pension
- **Holiday Entitlement** - 25 days per annum, plus 8 bank holidays
- **Perks** - Free filter coffee and tea throughout your working day, 20% discount in the Café in the Crypt/Courtyard, Shop (excluding books) and limited concert concessions
- **Notice period** – 1 month



Job Profile

Main duties and responsibilities

1 Coordinating logistics and administration

- Manage the organisation and upkeep of office equipment and supplies including the delivery of post, ordering office supplies
- Answer the phone/door and check the mailbox each day, forwarding messages as appropriate
- Manage and publish the Church diary, communicate it in meetings and by email as appropriate
- Oversee Parochial Church Council (PCC) IT requirements, including budgeting for hardware and software and keeping records and licenses up to date
- Housekeeping PCC folders on the network
- Assist with the training of any new starters, including induction training and understand practical logistics and health and safety requirements
- Receive all correspondence and notification from Diocese, including building matters from the

residents, and communicate them effectively to the appropriate department

2 PCC secretary

- Responsible for the ongoing governance of the PCC, keeping up to date information, ensuring the PCC annual schedule of responsibilities is followed
- Liaise with Vicar and Churchwardens, distribute details and dates of all PCC meetings and Planning Group meetings
- Book rooms and oversee practical arrangements for PCC meetings, including booking refreshments and equipment
- Distribute efficiently and in required timeframe agenda, minutes, all reports and paperwork for PCC meetings to members electronically
- Print papers for meetings as required
- Ensure all documents and policies agreed at PCC are logged appropriately
- Accurately maintain records of agendas, minutes, documents and terms of service of PCC members
- Prepare for the annual parochial church meeting (APCM), including practical arrangements, distribution of papers and annual report
- Electoral Roll Officer duties, including maintenance of records and submitting applications for PCC meetings
- PCC data, working with the PCC minute secretary effectively and securely to maintain records of minutes, agendas and associated documentation
- Oversee faculty application process as required, liaising with the Diocese when necessary

3 Finances

- Have a working understanding of the finances in relation to the congregation and department
- Processing invoices which are not related to worship services
- Reconciliation of stationery budget and petty cash

4 Representing CHOPS to the wider organisation

- Be a key part of the cross departmental discussions relating to the day to day use of the building, finances, shared resources and inter-departmental relationships
- Represent the department in day to day logistics meetings, including monthly diary meetings and HOD Operations meetings
- Provide administrative support to the AVM to ensure the team is represented in the wider organisation

5 Congregation communication and coordination (non liturgical)

- Coordinate mid-week groups such as small groups for the church
- Draft and circulate the weekly newsletter for the congregation
- Assist the AVM in working with Marketing to ensure the ongoing updating of information and fulfilment of communication to the congregation
- Support the AVM in coordinating any engagement with local businesses and community groups that are not related to services
- Coordinate the practical logistics for non-liturgical events, such as the parish away day and theology day
- Support the AVM in maintaining support of and communication with donors from the congregation
- Work with the AVM to coordinate activities to make the congregation aware of the wider work of St Martin's

6 Volunteer team coordination

- Provide administrative assistance to the AVM in ensuring good training, recruitment, support and communication for all volunteer teams that are not relating to worship services, such as mid-week small group leaders and PCC sub groups
- Provide administrative support for lay leaders in the congregation in running events, groups and gatherings
- Coordinate any logistical support for the leaders of the crèche and any other children's activities as directed by AVM

7 **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.**

Who we are looking for

We are looking for an enthusiastic, highly efficient, proactive person to join us who is:

- **Self-motivated** to get the job done
- **Passionate** about being super organised
- **Creative** in finding solutions
- Able to take the **initiative** to get things done
- Self-starting, excellent at **organisation** and calm under pressure
- **Friendly** able to work in a large and varied team
- Approachable, **welcoming** and supportive in order to be the go to person
- Experienced in working in a **busy** office environment

This is an ideal opportunity for the right candidate looking to work in the growing central administrative hub for our church, supporting the life of St Martin's.

Person Specification

Essential

- Superb, demonstrable organisational and administration skills
- Ability to prioritise and multitask in a pressured environment
- Ability to respond calmly yet confidently to last minute challenges and problems
- Experience of working in a busy, office environment
- Produce consistently accurate work
- Be a team player with an interest in people, who enjoys working with others within a large and varied organisation
- Have a good level of general education
- Computer literate (Microsoft Word, Excel and Outlook)
- Be in sympathy with the aims and ethos of St Martin-in-the-Fields

Desirable

- Office management qualification
- Experience of working in a church, a cathedral, national church organisation or similar
- Have an understanding of the Anglican Church, its liturgy, worship, ministry and parish life

Additionally you will need to:

- Have excellent customer service skills
- Have a professional attitude



How to apply

To apply for this post, please email the following to hr@smitf.org by **9.00 am** on **27 January 2020**:

- A supporting statement, explaining why you believe you can do this role
- A comprehensive CV detailing your relevant achievements in each role, and including details of two referees, one of whom should be your current or most recent employer

If you would like to chat about this role, please call a member of the Human Resources Team on 020 7766 1101/1119.

Interviews will be held on week commencing **03 February 2020**.

Look us up!



@stmartininthefield



@smitf_london



@stmartininthefields