



St Martin-in-the-Fields

Sheppard Scholar

Closing date – 29 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 HeartEdge team

HeartEdge supports churches in blending their mission around four key areas:

- **Congregation** – Inclusive approaches to liturgy, worship and day-to-day communal life
- **Compassion** – Models of outreach serving local need and addressing social justice
- **Culture** – Art, music and ideas to re-imagine the Christian narrative for the present moment
- **Commerce** – Commercial activities that generate finance, creatively extending and enhancing mission and ministry through social enterprise

HeartEdge supports its partners in finding their stories, sharing resources and connecting effectively with others developing their church and community. We create spaces where members give from their experience and take from others – an exchange that's often inspiring, always compelling, and mutually useful for all participants. We want HeartEdge to be an essential resource and a valuable community, as you develop your church and neighbourhood.

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 HeartEdge partners. 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.

It offers not only breadth of experience but also a range of responsibilities from participation and involvement to roles of leadership. The aim is to be able to give a wide experience of ministry at the heart of the life of this church and at the same time to draw on the Pastoral Assistant's own gifts and faith at a time of growth in the life of St Martin's and HeartEdge.

Working at St Martin's

- **Based at** - St Martin-in-the-Fields, Trafalgar Square, London
- **Working pattern** - Five regular days each week: Sunday, Monday, Tuesday, Wednesday, Friday
- **Salary** - £22,000 plus workplace pension
- **Term** – 18 month contract (1 March 2020 – 31 August 2021)
- **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

- 1 HeartEdge** - Responsible with Associate Vicar HeartEdge and HeartEdge Development Coordinator for:
 - Set up and maintenance of website and databases for members/wider mailing list
 - Applying GDPR in relation to HeartEdge data
 - Set up of rooms and organisation of catering for HeartEdge events held at St Martin's
 - Mailing out of HeartEdge publicity
 - Managing registrations for HeartEdge events
 - Preparation of handouts for HeartEdge events
 - Minute taking for HeartEdge Steering and Project Group meetings
 - Organisation of HeartEdge recordkeeping systems
 - Recording of HeartEdge expenditure and income
 - Sending of renewals letters to existing HeartEdge partners
 - Liaison with HeartEdge partners regarding membership administration i.e. donations, snapshot forms
 - Updating HeartEdge social media and/or website
- 2 Sheppard Scholars** - Responsible with Assistant Vicar Partnership Development and Vicar to:
 - Liaise with Sheppard Scholars and HeartEdge hubs
 - Contribute to the design and delivery of the education and reflection programme for the Sheppard Scholars
 - Lead Sheppard Scholars listening group on Wednesdays
 - Recruit Sheppard Scholars for following year
- 3 Education** - Assist in delivering and supporting Education and other similar events:
 - Become a member of the Education Committee and support with the preparation
 - Set up and running of the Autumn and Lent Education Programmes and Away Days or Weekends
 - Organise wider dissemination/publicity of Autumn Lecture Series through filming, collation and/or typing up of lectures
- 4 Sunday International Group**
 - Volunteer as a host at the Sunday International Group once a month
 - Visit other International Groups
- 5 Nazareth Community**
 - Assist in the formation and life of the Nazareth Community - participating in Silence, Service, Sacrament, Study and Sharing
- 6 Liturgy and Worship** - To assist in the worshipping life of our community:
 - Attend morning prayer on days when at St Martin's
 - On rota for Morning Prayer
 - On rota for chalice assistant especially for Wednesdays
 - Assist with liturgical/verging/stewarding duties as and when required e.g. for special services
- 7 Associate Vicar HeartEdge's support**
 - Gaining experience of and supporting the partnership development ministry within St Martin's
 - Assistance with Artists and Craftspeople's group, Community Carols, Disability Advisory Group, Disability and Church conference, International Committee, and Prisons Mission



8 Vicar's support

- Gaining experience of and supporting the teaching ministry of the Vicar of St Martin's
- Research to support the writing of new books, particularly those which are HeartEdge branded
- Assisting with the running of the Theology Group and Theology Book Group, including organising the collection of feedback from participants
- Assist with visitors, new members and other queries after the 10.00 am service

In this role you will:

- Link in with the London Diocese Two Cities Pastoral Assistants scheme, attending regular monthly meetings
- Involved in activities across the whole of St Martin's, including induction, training and whole site meetings

9 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:

- **Passionate** about creating a welcome and open place
- Creative in finding **solutions**
- Hardworking and who can take the **initiative** to get things done
- Self-starting, excellent at **organisation** and **calm** under pressure
- **Friendly** and able to work in a large and varied team
- Approachable, **welcoming** and supportive
- Committed to building **diverse** and inclusive Christian community
- Inspired to spend eighteen months **helping others**, learning from others and empowering others



Person Specification

Essential:

- Be confident in dealing with a wide range of people
- Produce accurate and timely work
- Be able to lead small groups
- Be able to think ahead and plan
- Computer literate (Microsoft Word, Excel and Outlook)
- Have a good working knowledge of church

Desirable:

- Have experience in organising many aspects of church life
- Have experience of delivery talks and training

Additionally you will need to:

- Have excellent customer service skills
- Have a professional attitude
- Have a DBS done by us before you can begin working fully

How to apply

To apply for this post, please email the following to **hr@smitf.org** by **9.00 am** on **29 January 2019**:

- 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 (we will not contact them without your permission)

If you would like to chat about this role, please call a member of the Human Resources Team on 020 7766 1119/1101. Interviews will be held on **7 February 2020**.

Look us up!



@stmartininthefield



@smitf_london



@stmartininthefields