

PART-TIME OFFICE ASSISTANT JOB DESCRIPTION – January 2020

The Latin Mass Society (LMS) is a London-based Roman Catholic charity (No. 248388). Founded in 1965, the charity promotes the use and wider provision of the Traditional Latin Mass (the Extraordinary Form) and other sacraments.

The LMS is a membership-supported charity with around 2,000 members. It employs 2 full-time and one part-time (this role) staff, who support a nation-wide network of volunteer representatives, organised on a diocesan/parish basis. Volunteers assist in the office as and when required. Staff are accountable to the Officers of the Committee, who, together with others, are the Trustees of the charity.

Working with its network of local representatives, the LMS also organises pilgrimages, retreats, days of recollection, training conferences for priests and servers, conferences for the general public, research and campaigning. It promotes Gregorian chant and the Latin language and also operates a mail-order shop.

JOB TITLE: Office Assistant

Based in our central London office in Holborn, the Office Assistant will be responsible for the administrative work of the charity. The General Manager is their line manager.

KEY AREAS OF RESPONSIBILITY

Office administration - The Office Assistant acts as the principal administrative secretary for the LMS office. This includes general correspondence, answering telephone calls, post and emails.

Membership administration - The Office Assistant is responsible for membership applications and renewals, data entry, data analysis, data export (CiviCRM).

Local representatives – The Office Assistant is the main point of contact with our nation-wide network of volunteer representatives.

Mail-order - The Office Assistant is responsible for the administration of the LMS's on-line shopping facility (Drupal Commerce). This includes stock replenishment, stock management, product updates/additions and order fulfilment (picking, packing & mailing).

Information administration - The Office Assistant is responsible for compiling information which pertains to the Charity, including research and document publication and distribution.

Volunteer administration – The Office Assistant is responsible for overseeing office work undertaken by volunteers.

Other tasks as determined by the General Manager.

QUALIFICATIONS

A good knowledge of Roman Catholicism, the Traditional Latin Mass and a willingness to learn more about the intricacies of the Traditional Rite.

Strong customer service and communication skills, with a diplomatic and compassionate attitude.

Excellent multi-tasking skills.

Possess the ability to prioritise work according to deadlines and work under pressure.

Strong attention to detail and the ability to work accurately and in a tidy and timely manner at all times.

IT Proficient (Microsoft Windows & software, Google suite).

Ability to lift up to 11kgs.

Advantageous qualifications: Experience of using Drupal (Website content management system) or general HTML experience.

As the position involves access to confidential information, the successful candidate must be able to respect confidentiality at all times.

TERMS OF EMPLOYMENT

21 hours per week, on a flexible working pattern, with the possibility of additional hours at certain times of the year. Occasional Saturday and evening work.

The appointment is subject to a six-month probationary period.

Salary: £12.500

HOW TO APPLY

Applicants should submit a CV and accompanying letter, in which they detail how their skills, knowledge and experience fulfil the above criteria. *The initial selection process will be based upon these submissions.* These should be emailed to stephen@lms.org.uk or posted to:

Stephen Moseling
General Manager
Latin Mass Society
11-13 Macklin Street
London WC2B 5NH

Closing date for applications is Friday, 7th February 2020. Interviews will be held in London during the week beginning 17th February 2020.

Please include the name, address and other contact details of two people from whom references may be obtained, one of which must be your present/most recent employer. *We will not contact these unless, and until, an offer of employment is made to you.*