

## **PART-TIME OFFICE ASSISTANT JOB DESCRIPTION**

The Latin Mass Society (LMS) is a London-based Roman Catholic charity (No. 248388). Founded in 1965, it is an association of Catholic faithful dedicated to the traditional Latin liturgy of the Catholic Church, the teachings and practices integral to it, the musical tradition which serves it, and the Latin language in which it is celebrated.

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

### **Job title: Office Assistant**

Based in our central London office, 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 secretary for the LMS office. This includes general correspondence, answering telephone calls, post and emails.

Membership administration - The Office Assistant is responsible for the membership database (CiviCRM), membership renewals, data entry, data analysis, data export (print or email mail-merges).

Mail-order - The Office Assistant is responsible for the administration of the LMS online shop (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**

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 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) and Civi CRM.

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, with occasional Saturday and evening work.

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

Salary: £13k – £14.5k pa

### **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](mailto:stephen@lms.org.uk) or posted to:

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

Closing date for applications is Friday 26<sup>th</sup> August. Interviews will take place in early September.