

Office Co-ordinator

Introduction

The Latin Mass Society (LMS) is the leading organisation in England and Wales campaigning for wider provision of the Extraordinary Form of the Roman Rite in accordance with the Holy Father's wishes, as expressed in *Summorum Pontificum* (2007) and *Universae Ecclesiae* (2011). Apart from a small office in central London, the LMS has a network of local representatives in the dioceses of England and Wales who are responsible for organising Masses, pilgrimages and other events in their areas. In addition to arranging Traditional Latin Masses, days of devotion and pilgrimages, the LMS has, in recent years, taken a leading role in training priests and servers in the Extraordinary Form, promoting Gregorian Chant and the Latin language and campaigning in the media for the Traditional Mass. Its activities are set to continue increasing in the future.

Office Co-ordinator

The Office Co-ordinator will work in our central London office at Holborn and will report directly to the General Manager. He or she will be responsible for the smooth running of many of the office's day-to-day activities and will provide flexible support to the General Manager.

Main duties and responsibilities:

Office administration: includes dealing with general correspondence with members and enquirers, including telephone enquiries, issues relating to premises and office equipment and any legal compliance obligations that the Society has relating to the office and its staff, and maintenance of insurance policies.

Database management: all matters relating to the updating of the membership database.

Membership administration: processing new membership applications (including collection and paying in of subscriptions), membership renewals, mailings to members, etc.

Merchandise: Processing orders for merchandise, including issuing invoices, ordering stock, updating the sales catalogue, etc.

Website administration: Uploading news stories and notices to the website (material supplied or approved by the General Manager), updating Mass listings and any other listings and resources of a time-sensitive nature.

Compiling Mass Listings: Preparing these for inclusion in the 'Mass of Ages' magazine, updating them for the website and producing listings for Holy Days and other days of devotion.

Supervision of volunteers: From time to time, volunteers are employed in the office for tasks such as mailings.

Covering essential duties of the Financial Administrator: This would include such tasks as paying in cheques etc. when the Financial Administrator was on leave.

Qualifications/requirements

The Office Co-ordinator will possess good organisational skills and be clear and methodical in his or her approach.

He/she will possess good IT skills including the ability to work with Word, Excel spreadsheets, Access database, MS Publisher and Outlook. A rudimentary knowledge of HTML is desirable but not essential.

He/she will have a good telephone manner and be confident dealing with enquiries from many different members of the public. He/she must be able to give an impression of courteous efficiency.

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

The post will require a good knowledge of the Traditional Catholic environment.

Hours and Salary: 5 days a week (8 hours a day including 1 hour for lunch), £25,000 pa

How to apply

Applicants should submit a curriculum vitae and an accompanying letter in which they should set out why they wish to apply for the post and what knowledge, skills and experience they have that suits them for the vacancy. Applicants should send their applications by email or post to:

michael@lms.org.uk

or:

Michael Lord
General Manager
Latin Mass Society
11-13 Macklin Street
London WC2B 5NH

Deadline for applications

The deadline for receipt of applications is Sunday, 20th November 2011. We anticipate that interviews will be held during the week commencing Monday, 28th November 2011.