

Office Manager – Job Specification

The Latin Mass Society

The Latin Mass Society (LMS) is a London-based Roman Catholic charity (No. 248388). Founded in 1965, it is a membership charity focused on the Traditional Latin liturgy, organising devotional events and training, and maintains an online shop.

Job Purpose

To support the work of our volunteer activists, the Society maintains an office, currently with two full time and three part time employees; sells books, cards and devotional items through an online shop; has a website; and publishes a quarterly magazine with the help of a freelance editor. The Office services the membership, coordinates publicity, and creates booking forms for events.

Reporting Lines

The Office Manager reports to the Committee of the Society under the Terms of the Constitution, but will deal directly with the Chairman, Secretary and Treasurer on a day-to-day basis to ensure the efficient administration and development of the Society.

The Society's other staff and freelance contractors report to the Office Manager.

Responsibilities

1. To manage the operations of the Office on a day-to-day basis: to supervise the employees of the Society as line-manager; to make recommendations for the recruitment of replacement or additional staff; to ensure that the work of the Society's office is carried out in a timely and efficient manner; to keep a record of staff attendance and punctuality; and to report any difficulties to the Officers and Committee.
2. To assist with the preparation, publicity, and execution of events which may be organised by the Society's volunteers, including training events, retreats, Masses, Pilgrimages, and the Annual General Meeting.
3. To supervise the preparation of the annual Accounts, working with the Society's Bookkeeper and external accountants.
4. To maintain and develop the website, including membership and event booking facilities.
5. To supervise the running of the online shop, stock control, order fulfilment and so on.
6. To make recommendations to the Committee, particularly concerning the publicity, membership and income, and the timely control of expenditure.

7. To attend and contribute to Committee meetings and other meetings, as required by the Committee, and to produce reports and minutes for these meetings.
8. To implement the policies and strategies as determined by the committee.
9. To oversee the printing and mailing of the Society's quarterly magazine, *Mass of Ages*.
10. To fulfil such other activities as may reasonably be from time-to-time required.

The ideal candidate will demonstrate:

Office Management: Proven experience overseeing daily office operations, streamlining administrative workflows, and managing organizational resources.

Management of people: Expertise in managing and developing a small team of full-time and part-time staff and freelancers, conducting line-management and staff appraisal as required, and collaborating with volunteers.

Catholic Bookselling & Niche Retail: Demonstrated expertise in bookselling tailored to the Catholic market, with good knowledge of reader preferences, key publishers, and devotional literature.

Event Planning & Execution: End-to-end experience in planning, coordinating, and executing successful events and gatherings.

Thriving Under Pressure: Strong ability to manage competing priorities and deliver high-quality results in fast-paced, high-pressure environments.

Adaptable Collaboration: Adept at working autonomously with minimal supervision, as well as collaborating effectively within a small team.

Interpersonal Skills: Exceptional interpersonal and communication skills, with a track record of building professional relationships with colleagues, customers, and stakeholders.

Catholic Community & Liturgical Knowledge: A good understanding of the UK and international Catholic landscape and the Traditional Latin Mass.

Salary: £45,000 per annum

Holiday allowance: 25 days + Bank holidays