

JOB DESCRIPTION

Job Title:	Head Verger
Team:	Verging/Operations
Location:	Cathedral
Line Manager;	The Dean
Matrix reporting line:	Head of Operations
Contract type:	Permanent
Hours:	40 hours per week
Date of completion:	May 2022

1	Job Purpose
	<p>The Head Verger is responsible for the day-to-day management of the Cathedral floor, welcoming worshippers and visitors and ensuring that the Cathedral is clean, tidy and well presented at all times.</p> <p>Working with and supporting the wider cathedral team to ensure the smooth running of all services, activities and events within the Cathedral.</p>
2	Principal Accountabilities
	<p>Working with and delegating to the verger team members as appropriate but having overall responsibility for the smooth running of the Cathedral and in particular to:</p> <ul style="list-style-type: none"> ▪ be accountable for the day-to-day security of the Cathedral including ensuring that unlocking and locking procedures applicable to the Cathedral and Cloisters are carried out safely at all times and be responsible for the custody of the keys; ▪ ensure the Cathedral is well prepared for all services and events including weddings, funerals, civic events, special services, one-off events; ▪ ensure adequate key-holder/out of hours cover for the Cathedral and precincts at all times; ▪ act as the Head Verger at services in the Cathedral and to manage the other Vergers as part of these services; ▪ brief stewards for services and events, in particular in relation to logistics and health and safety arrangements; ▪ support in planning of special services as required and of all regular worship. ▪ be responsible for security of all furniture, vessels, ornaments, books, vestments and other objects within the Cathedral; ▪ be responsible for the conservation monitoring ▪ be responsible for cleaning schedule and liaise with the external conservators, external cleaning contractors and the maintenance team to ensure a high standard of cleanliness, maintenance and presentation; ▪ be responsible for setting up the Cathedral for services, additional special services and concerts as required;

	<ul style="list-style-type: none"> ▪ ensure that Fire and Intruder Alarm systems are tested regularly as directed and act as a nominated key holder; ▪ maintain good relations with all volunteers and ensure that they are conscious of and vigilant about health and safety matters; ▪ ensure that all money received into the Cathedral is accounted for, according to the cash handling procedures, and that alms, candle and money boxes are emptied on a daily basis; ▪ be responsible for the Accident Report Book and ensure that any accident is duly recorded, scanned and saved onto the shared Health & Safety folder; ▪ ensure the accurate completion of records, such as Marriage Registers, Baptism and Confirmation certificates. ▪ ensure adequate First Aid and Fire Safety cover at all times; ▪ ensure that decorum is maintained within the Cathedral at all times. <p>And also to be responsible for managing the team of vergers both as individuals and as a team with particular regard to their the professional development, conducting regular 1-2-1 feedback sessions and annual Performance Development Reviews.</p>
3	Level of Responsibility
a	People <p>Direct Reports: Assistant Vergers, Vergers, Verger Team, Volunteer Vergers</p> <p>Indirect Reports: Visitor Experience Assistance, Volunteers</p>
b	Financial Management <p>Controllable costs within the D&C Budget</p>
c	Other <p>Member of the Operations Team Meeting (Diary Meeting)</p> <p>DBS check as appropriate to the role</p> <p>C of E Safeguarding training on commencement of employment</p>

4	Contacts
	Wider Cathedral Team, Volunteers, external contractors, Clergy, Members of the Public – Worshippers, visitors, Pilgrims, school groups; musicians, visiting musicians, choristers, congregation, community representatives including the police, Wardens and local councils
5	Special Requirements
	<p>The post-holder is required to be on-call for 4 evenings per week and if called out an additional fee will be paid.</p> <p>The post-holder will be expected to be a communicant member of the Church of England.</p>
6	Qualifications, Skills and Experience
	<p>Qualifications</p> <ul style="list-style-type: none"> ▪ no formal qualifications are required but a general standard of education to NVQ level 3 or equivalent; ▪ Aptitude to undertake practical training as successful completion of Health & Safety training [fire safety, evacuation procedures, bomb safety, working at height] and Emergency First Aid at Work Certificate training is mandatory and training will be provided; ▪ Church of England Foundation Safeguarding Certificate [C1] - training will be provided. <p>Experience</p> <p>Experience of working in a cathedral's verging team is highly desirable and experience of working in a church setting, preferably in a verger role, is essential.</p> <p>Skills</p> <ul style="list-style-type: none"> ▪ A calm authority with the ability to take charge in challenging situations. ▪ Self-motivated and proactive

	<ul style="list-style-type: none">▪ Ability to work in a physically demanding role, as the position involves lots of standing, manual handling activities and the movement of furniture and other heavy objects;▪ Aptitude to understand and use technology and in particular sound systems, using cameras, switching equipment and on-screen text and graphics, audio mixing equipment, lighting, and monitoring audio equipment;▪ Ability to lead a team and its individual members;▪ Excellent communications skills and the ability to put people at ease and to communicate confidently to a wide range of people in an appropriate manner.
--	---