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**Cathedral Head Verger**

**Vacancy Information & Job Description Details**

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Peterborough Cathedral is one of the finest Norman cathedrals in England. Founded as a monastic community in 654 AD, it became one of the most significant medieval abbeys in the country, the burial place of two queens and the scene of Civil War upheavals. The wider estate includes the Cathedral Precincts and a number of additional buildings and properties, many of them listed, that surround the Cathedral.

Today the Cathedral is the most significant building in a diverse and growing city, a tourist destination and a venue for exhibitions, cultural events, meetings and receptions. But at its heart it remains what it has always been, a place of Christian prayer and worship, of ministry and mission, the ‘Mother Church’ of the Diocese of Peterborough and the seat of the Bishop of Peterborough; and all its other activities contribute to or are part of that wider purpose which is spelt out most fully in the Cathedral’s vision and values document published in 2019. (A copy of which is attached to this job description).

**The Role**

The role of the Head Verger is to lead the Verging Team in the daily running of the Cathedral, ensuring the highest standards are met for all services, including presentation, welcome and safety and maintaining the dignity of the Cathedral as a place of worship.

This is a diverse, demanding and rewarding role which requires flexibility, initiative and excellent people skills. The duties set out in this job description are representative of the broad nature of the role and are not the sum total of tasks. The post-holder will be expected to recognise this and respond to the challenge of what is a dynamic role. They will lead by example, creating, inspiring and overseeing a high performing, hard-working team. It should be noted that there is a significant amount of physical work to be undertaken as Head Verger; it is therefore a requirement that the successful candidate will be physically fit.

**The Head of Operations is the line manager, but the Head Verger will also work closely with the Canon Precentor in liturgical matters and the presentation of the Cathedral floor.**

**Head Verger Responsibilities:**

**Liturgical:**

* To support the Cathedral clergy with all liturgical preparations needed to provide beautiful and prayerful services for all who join the Cathedral’s worship, whether within the building or streamed on line.
* To carry out all the ceremonial, administrative and practical roles of the Head Verger, to ensure that the verging team work to the high standards expected.
* With the Canon Precentor, plan and supervise the necessary preparations for each of the services in the Cathedral, including seating plans and furniture arrangements, and ensuring that appropriate arrangements are put in place for both routine and special services including returning the space to its previous state.
* Being the main point of contact for all logistical management of special services to ensure that these occasions are planned and delivered to a high standard.
* To attend, or arrange for a deputy to do so, all planning meetings for services held in the Cathedral by internal and external bodies.
* To attend rehearsals for services, as necessary, or arrange for a deputy to do so; and to take responsibility for briefing the rest of the team and other cathedral users about any particular requirements.
* To oversee the operation of all technical equipment used for the audio-visual recording, production or enhancement of services, including collaborating with contractors, operating the equipment personally and training/supervising other team members to do so.
* To oversee the routine care of service and hymnbooks, vessels, altar linens, silverware and vestments, and to advise the Precentor when repairs or replacements are required.

**Events:**

* Under the direction of the Events Manager, take responsibility for staging and seating requirements for events. This will include setting up, removal and reinstatement of all furniture.

**Welcoming:**

* As part of the team welcome all visitors to the Cathedral while exercising compassion, understanding and discretion particularly when dealing with vulnerable people, signposting them to appropriate sources of help where necessary.
* To liaise with the wider cathedral team, co-ordinating the use of the Cathedral by groups that they may bring.

**Team Leadership:**

* To line-manage the Verging team, directing and supervising its members, whether staff or volunteers, so as to maintain and develop standards of excellence.
* Ensure that the Vergers Handbook is kept up to date as a training resource for vergers.
* To show leadership and positively motivate the team, championing their development as individuals and as a team, helping them to develop new skills and drawing out their strengths. To provide a positive and pleasant environment for all, engendering a sense of teamwork at all times.
* With the Head of Operations and Canon Precentor, to be responsible for the recruitment of new vergers, ensuring that there is an appropriate programme of induction and training for them.
* Maintain links with the Cathedral Vergers Association in order to ensure best practice and consistency across the sector, and to access advice and support where required.
* To undertake bi-annual appraisals of direct reports, and to provide them with regular feedback, formal and informal, ensuring that critical training is up to date at all times.
* To agree and manage the budget for the Sacristy, in collaboration with the Head of Operations and supported by the Cathedral Finance team.
* To organise duty rotas, ensuring that the necessary number of vergers are available for all services and events.
* To oversee the ordering and stock control of liturgical supplies within the agreed budget.
* Attend weekly and monthly diary planning meetings and brief the team as necessary.

**Health and Safety:**

* Be a member of the Health and Safety Committee.
* Operate cleaning equipment, fire, security and alarm systems as required and be responsible for the weekly fire alarm test.

**Security:**

* To take custody of the Cathedral key cupboard and account for keys for all parts of the Cathedral; issuing keys as appropriate, and keeping all necessary records.
* Responsible for the safe keeping of all items detailed on the Cathedral inventory and the regular auditing of its record, in consultation with the Estates and Facilities Manager.
* Responsible for the safe keeping of cash and cheques using established procedures for collection, recording and transfer to the finance team.
* Dependant on where the Head Verger lives, to be part of the team who act as responsible key holders in the event of out of hours incidents such as fire, and intruder alarm activation.
* To ensure all significant incidents are reported, as appropriate, in line with Cathedral policies and procedures.

**Care of the Cathedral Building;**

* To oversee the work of the Cathedral Cleaner(s) to ensure that the cleanliness and order of the interior of the Cathedral is presented to the highest standard at all times.
* Oversee the Cathedral flag flying protocols.
* Conduct regular observation of the equipment in use in the Cathedral, reporting any malfunction, failure and breakage to the EFM.
* To have an in-depth understanding, appreciation and implementation of the Cathedral’s safeguarding policies and practices.

**Ideal candidate:**

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| **Essential** | **Desirable** |
| * **Ability to act according to the Cathedral's core values of Joyfulness, Generosity, Inclusivity and Integrity.** |  |
| **Knowledge and Experience**   * Understanding of Church of England liturgy and its principles, and empathy with all aspects of its ethos * A sense of the value of well-ordered worship and its contribution to the Cathedral’s wider ministry and mission * Ability to understand and carry out detailed liturgical and ceremonial duties * Be a communicant member of the Church of England or a denomination in communion with it. * Capable of contributing to the ordered conduct of the liturgy and the Cathedral’s various events and activities through being part of the public face of the Cathedral when on duty * Previous management experience * Relevant, up to date Safeguarding training * Good understanding of security and health and safety * Current First Aid qualification or willingness to be trained | * Previous experience of working as a verger in a Cathedral or large church environment * Experience of working in an environment where paid and voluntary staff work alongside one another * Experience of overseeing on-site contractors * Experience of working in a historic building |
| **Skills**   * Excellent organisational skills, with an ability to plan, prioritise tasks and meet deadlines * Ability to work well under pressure * Ability to initiate, develop and implement good practice * Strong leadership and management skills, and experience of managing complex events/services * Understanding of safeguarding issues and practices * Good IT and administrative skills * Understanding of audio visual equipment and the principles of developing material for broadcasting on line. * Excellent communication skills | * The capacity to plan, implement and monitor an agreed budget (or willingness to acquire the financial skills necessary) |
| **Personal attributes**   * Personal qualities necessary to supervise, motivate and enthuse other members of the Sacristy team * Tact, diplomacy, courtesy, respect for others, and firmness in dealing with occasionally disruptive people * Strong communication skills and ability to relate well to a variety of people, to staff, the congregation, volunteers and members of the general public * Ability to work as a flexible and enthusiastic team member both within the Sacristy team and across the Cathedral, coupled with an ability to work independently and exercise individual initiative as required. * Sufficient physical fitness and ability to lift and carry furniture, climb stairs, walk with dignity and stand unaided for significant periods of time. * A good head for heights * Understanding of, sympathy with and willingness to promote the aims and purposes of the Cathedral, its mission and ministry * Ability to uphold and conform to the requirements of the Cathedral’s Safeguarding policies | * Willing to learn new skills and undertake training |

**What we can offer**

As well as a beautiful working environment and the opportunity to work with a great team of people, we can offer:

**Contract**

* Full time permanent contract.
* Three months probationary period.
* 37.5 hours per week, on a rota basis / flexible working pattern including evenings, weekends and public holidays on occasion. A willingness to work during the Christmas and Easter period is essential because of the nature of the role.
* 25 days holiday per year + 8 bank holidays.
* There are services which happen outside of the usual Cathedral opening hours and the post holder will be expected to be flexible and manage their hours along with other Verging team colleagues.

**Remuneration**

* Salary £30,000 per annum.

**Pension and well-being**

* The post-holder will be auto enrolled into the pension scheme and the staff well-being scheme.

**Further information and how to apply:**

Please apply using the application form available on our website and ensure you attach a covering letter, outlining why you believe you would excel in this role. Please send them to the Dean’s P.A by e-mail to the following address: [dean.pa@peterborough-cathedral.org.uk](mailto:dean.pa@peterborough-cathedral.org.uk) to be received no later than **midnight on 30th April 2024.**

Interviews are provisionally scheduled **for 7th May 2024** **in Peterborough.**

* All employees are required to abide by the Safeguarding, Health & Safety, GDPR and other general Cathedral Policies.
* All Cathedral employees are required to undertake all appropriate training as and when it becomes available.
* You may be required to undertake other tasks as necessary for the smooth running of the Cathedral, as directed by the Chapter through the Dean.
* Peterborough Cathedral is an equal opportunities employer.
* Disclosure and Barring Service. This role will be conditional upon receipt of a satisfactory enhanced DBS check.

The Chapter of Peterborough Cathedral take the safety of everyone within the Cathedral very seriously and expects that everyone will work within the Cathedral safeguarding policy. In particular, the Cathedral expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Cathedral Safeguarding Officer or the Diocesan Safeguarding Officer (DSO) or Assistant DSO.