



## Cathedral Verger

### Vacancy Information & Job Description Details



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 that is spelt out most fully in the Cathedral's vision and values document published in 2019 available on the Cathedral's website.

## **The Role**

The role of the Verger is to facilitate the daily running of the Cathedral, ensuring the highest standards are met for all services and events, presentation, welcome and safety and at the same time, maintaining the dignity of the Cathedral as a place of worship.

This is a complex, 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. It should be noted that there is a significant amount of physical work to be undertaken as a Verger, it is therefore a requirement that the successful candidate will be physically fit.

**The Verger is responsible to the Head Verger.**

## **Verger Responsibilities:**

### **1. Liturgical and Ceremonial Duties, including Special Services**

- To support all the Cathedral clergy and other key personnel with all preparations needed to provide beautiful and prayerful services for all who join the Cathedral's worship, within the building or streamed on line.
- To be part of the team responsible for 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.
- Represent the Head Verger and other members of the department in attendance at any planning meetings for services held in the Cathedral by internal and external bodies.
- To work with other departments in the Cathedral including all stewards and volunteers to ensure that health and safety considerations are taken into account at all services or events.
- To attend rehearsals for services, as necessary.
- To participate in Cathedral services in accordance with the Cathedral's traditions under the direction of the Head Verger. To carry out all the ceremonial and practical roles of a Verger, verging ceremonial occasions, processions and services ensuring that they meet the high standards expected.
- To operate all technical equipment used for the recording, production or enhancement of audio and visual, either collaborating with contractors or operating the equipment personally.
- To ensure the routine care of service and hymnbooks, vessels, altars and vestments, advise the Head Verger when repairs or replacements are required.

### **2. Events**

- Under the guidance of the Head Verger respond to the decisions of the diary meeting and liaising with the Events Manager, Music Department, Education Team, Welcomers, Tour Guides and Retail Shop Team.
- In liaison with the Events Manager, take responsibility for staging and seating requirements for events, ensuring health and safety issues are addressed and ensure that the agreed arrangements are put in place in an appropriate way. This will include the moving of chairs, tables and other furniture.

- Represent the Head Verger and other members of the department in attending any planning meetings for events that require input of the Cathedral team, ensuring that the 'day book' is completed to a high level of accuracy and the rest of the team is fully briefed.
- Attend at concerts, exhibitions or similar functions in the evening or at other times when on duty as Duty Verger.

### **3. Welcome and Reputation**

- To play a full part in the maintenance of good public relations and treat visitors in a friendly, tactful and helpful manner.
- To act as the 'first port of call' to visitors to the Cathedral who may be in need or distress, signposting them to appropriate sources of support where necessary, including responding to emergencies in a calm and efficient manner.
- To understand and appreciate the Cathedral's safeguarding policies and practices, especially as they relate to the choir, Junior Church and Sacristy, as well as to the wider community. To ensure that they are implemented, and that particular responsibilities falling to the Sacristy in this area are carried out.
- To ensure their own safeguarding training is up to date.
- To welcome and assist visiting choirs, in liaison with other members of the music department.
- To 'hold the space' for all those who hire the Cathedral as an event venue, affording them a warm hearted, courteous and respectful welcome.
- To liaise with the Education Team, Welcomers and Tour Guides, co-ordinating the use of the Cathedral by these groups.
- To liaise with the Cathedral volunteers and volunteer group, such as the gardeners, embroiderers, flower arrangers, Cathedral guides and Duty Chaplains.

### **4. Administration, Meetings and Communication**

- To ensure that the collection of data for service statistics is kept up to date.
- To ensure that stock is monitored and the Head Verger is informed of any low stocks to be reordered.
- To ensure good communication with the Head Verger and other members of the verger team. This may be through email or face to face meetings and updates.
- Make and maintain strong working relationships within and beyond the Cathedral community.

### **5. Health and Safety**

- To supervise and ensure the safety of visitors, in conjunction with other relevant Cathedral staff on duty.
- To work in conjunction with those responsible for all Health and Safety and Fire matters, undertaking relevant training in health and safety procedures as required.
- Operate cleaning equipment, fire, security and alarm systems as required.
- Keep appropriate records especially the Cathedral accident register.

### **6. Security**

- To take custody of the Cathedral key cupboard, issuing keys to members of staff and tour guides, as appropriate, and keeping all necessary records.
- To ensure all significant incidents are reported, as appropriate.
- Ensure the Sacristy door is locked when required.
- To ensure the building is alarmed and secured when on duty for afterhours events.

## **7. Care of the Cathedral building**

- Maintain the dignity of the Cathedral as a place of worship through ensuring all duties are undertaken with full care and attention and know how to operate various systems in place for interpretation and visitor welcome such as any touchscreens or art installations.
- Follow the Cathedral flag flying protocols.
- Conduct regular observation of the equipment in use in the Cathedral, reporting malfunction, failure and breakage to the Estates and Facilities Manager.
- To keep the Sacristy in good order.



## The ideal candidate:

Essential	Desirable
<ul style="list-style-type: none"> <li>• <b>Ability to act according to the Cathedral's core values of Joyfulness, Generosity, Inclusivity and Integrity.</b></li> </ul>	
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Understanding of Church of England liturgy and its principles, and empathy with all aspects of its ethos</li> <li>• A sense of the value of well-ordered worship and its contribution to the Cathedral's wider ministry and mission</li> <li>• Be a communicant member of the Church of England or a denomination in communion with it</li> <li>• 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</li> <li>• Relevant, up to date Safeguarding training or willingness to undertake the training.</li> <li>• Good understanding of security and health and safety</li> <li>• Current First Aid qualification or willingness to be trained</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working as a verger in a Cathedral or large church environment</li> <li>• Experience of working in an environment where paid and voluntary staff work alongside one another</li> <li>• Experience of overseeing on-site contractors</li> <li>• Experience of working in a historic building.</li> <li>• Ability to understand and carry out liturgical and ceremonial duties.</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent organisational skills, with an ability to plan, prioritise work and meet deadlines</li> <li>• Ability to work well under pressure</li> <li>• Ability to initiate, develop and implement good practice</li> <li>• Understanding of safeguarding issues and practices</li> <li>• Good IT and administrative skills</li> <li>• Excellent communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of audio-visual equipment.</li> </ul>
<p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• Tact, diplomacy, courtesy, respect for others, and firmness in dealing with occasionally disruptive people</li> <li>• Strong communication skills and ability to relate well to a variety of people, to staff, the congregation, volunteers and members of the general public</li> <li>• 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.</li> <li>• Sufficient physical fitness and ability to lift and carry furniture, climb stairs, walk with dignity and stand unaided for significant periods of time.</li> <li>• A good head for heights</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to learn new skills and undertake training</li> </ul>

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| <ul style="list-style-type: none"> <li>• Understanding of, sympathy with and willingness to promote the aims and purposes of the Cathedral, its mission and ministry</li> <li>• Ability to uphold and conform to the requirements of the Cathedral's Safeguarding policies</li> </ul> |  |
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## 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

- Part time permanent contract.
- Three months probationary period.
- 20 hours per week / flexible working pattern including evenings, weekends and public holidays.
- 25 days holiday per year + 8 bank holidays.
- There are events 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 £9,880 per annum for a 20 hour week.

### Pension

- The post-holder will be offered enrolment into the pension 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 **5pm on 22<sup>nd</sup> October 2021**.

Interviews are provisionally scheduled for **3<sup>rd</sup> November 2021**.

- 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 Adviser (DSA) or Assistant DSA.