**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Verger |
| **Team:** | Vergers |
| **Location:** | Chichester Cathedral |
| **Line Manager;** | Head Verger  but may take direction from the Senior Verger in the Head Verger’s absence |
| **Contract type:** | Permanent |
| **Hours:** | Full Time  32 hours per week over on a 5 day rota which will include some weekends  **NB The Cathedral is usually open between 7.30am and 6.45pm and the vergers’ team is responsible for its opening and closing** |
| **Date of completion:** | May 2025 |

|  |  |
| --- | --- |
| **1** | **Job Purpose** |
|  | As a member of the Verger team, to have responsibility for ensuring that the Cathedral is presented in the very best way at all times for worshippers, visitors and the general public in order to provide a safe and welcoming environment. |
| **2** | **Principal Accountabilities**  To ensure that the various activities that take place within the Cathedral are run smoothly including:   * ensuring that services of worship are set up correctly and that services run to time; * participating in Cathedral services as appropriate under the direction of the Head Verger or the Senior Verger; * supporting the Visitor Experience team to give the best welcome to all of our visitors; * supporting the volunteers in the Cathedral Welcome Team – Welcomers, Guides, Retail Assistants, Stewards – to ensure visitors have the best experience possible when visiting the Cathedral; * undertaking any routine work as directed by the Head Verger or Senior Verger so that the Cathedral can operate effectively, including fire alarm testing, fire evacuations and maintenance reporting; * providing support for events that are run in the Cathedral, including rearranging furniture, setting up staging, operating the sound and livestreaming systems, so that events can be well run for the benefit of worshippers and visitors; * be vigilant in relation to Cathedral health & safety and security, ensuring that all areas accessible to the public are maintained in a safe and secure manner and that any hazards or defects are reported to the Head Verger, so that it remains a safe environment in which to worship, visit and work; * ensure that the Cathedral is kept neat and tidy, including cleaning, moving rubbish etc, so that it is welcoming for worshippers and visitors; * to be a welcoming presence for our worshippers, volunteers, visitors and staff. |
| **3** | **Level of Responsibility** |
| **a** | **People**  The post-holder does not have responsibility for other employees but has a responsibility for the safety and security of all those who visit the Cathedral including worshippers, volunteers, visitors, colleagues, contractors and others. |
| **b** | **Financial Management**  The post-holder does not have any direct financial responsibility but will be required to be familiar with the Cathedral procedures for handling cash. |
| **4** | **Contacts** |
|  | The post-holder will have contact with:   * members of the clergy in order to ensure the efficient running of services; * members of the public, whatever their role, who visit the Cathedral in order to ensure their safety and security; * colleagues in other departments to share internal communications and provide support as appropriate; * contractors who work at the Cathedral to ensure that they can work effectively and safely. |
| **5** | **Special Requirements** |
|  | The successful post-holder will need to be available to be on call for two evenings each week, being able to arrive at the Cathedral within 15 minutes of being called, and being prepared to deal with any situations that may arise.  There is a **Genuine Occupational Requirement** that the successful candidate should be a communicant member of the Church of England.  Mandatory safeguarding training will be provided. |
| **6** | **Qualifications, Skills and Experience** |
|  | **Qualifications**   * No formal qualifications are required but a general standard of education to GCSE or equivalent; * Health & Safety training [inc fire safety, evacuation procedures, bomb safety, working at height] will be provided; * Emergency First Aid at Work Certificate, training will be provided; * Church of England Basic Awareness Certificate - training will be provided.   **Experience**  Some experience in a similar role would be useful but is not essential.  **Skills**  The successful post-holder will:   * be physically fit, as the role is physically demanding and involves lots of standing, manual handling activities and the movement of furniture and other heavy objects; * have the aptitude to understand and use technology, in particular the Cathedral’s sound and livestreaming systems, using cameras, switching equipment and on-screen text and graphics, audio mixing equipment, lighting, and monitoring audio equipment [training will be provided]; * be able to work effectively as part of a team, supporting colleagues and asking for support when necessary; * have 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; * have a calm authority with the ability to take charge in challenging situations. |