

Liturgical duties

- To manage the delivery of services and other liturgical events and liaise with the Canon Precentor and wider ministry team. To include provision of necessary papers and equipment
- To adhere to the standards of dress, traditions, and accepted practice of Chester Cathedral
- When required, ensure the appropriate laying out of all vestments, vessels, books, candles, and altar presentation
- Ensure that all liturgical items are kept in good order and repair, with an adequate stock of consumables
- Registering and counting numbers of those attending services and preachments, communion numbers and the accurate completion of all registers and certificates
- Ensure all collection plates, donation boxes and candle banks are properly managed and maintained
- Be prepared to lead morning or evening prayer and when required to speak publicly
- Vergers are expected to be available to work for large scale services, including services that maybe scheduled spontaneously in response to a National event

Day to day floor management

- To deal with visitor enquiries in a courteous and professional manner
- Ensure that all areas of the Cathedral and its grounds are tidy, and that all equipment is stored in an appropriate manner
- To ensure that any litter or other unattended items are removed quickly and efficiently
- Ensure that any lost property is removed and dealt with in accordance with Cathedral policy
- Be aware of the activities in the Cathedral diary and be able to problem solve and deal with late changes to programme effectively
- Assist others in their work; preparing or setting up for activities in the Cathedral and to respond to the needs of clergy, staff, volunteers, and visitors
- To be responsible for the safe locking and unlocking of the building, ensuring that the building is clear of visitors and unauthorised personnel at the end of the day
- To understand how to use the audio equipment, lighting, and alarm systems within the Cathedral
- To be responsible for security within the Cathedral, be vigilant and provide a presence around the building, respond to security issues in a practical and efficient manner
- To manage the volunteer verger team, general assistants and other staff as required
- To ensure the security of fixtures, fittings, equipment, and other objects within the Cathedral
- Vergers may be required to offer personal care for those who require it, this would include one to one support for users of the building who may need assistance

Technical Duties

- Working individually, or with the tech team, to deliver sound and video production for services and events. To operate the digital video switcher, sound desk, and graphics generators when required
- To set up cameras and prepare equipment such as microphones, as well as digital preparation, prior to services/events
- To help live stream services, events and major annual festivals

- To assist with other departments with technical concerns where possible, including PAT testing and health and safety matters

Events

- To be proactive and take responsibility to ensure the efficient and effective delivery of all internal and external events
- To liaise with the wider Cathedral teams and attend meetings with Cathedral staff, and external companies to plan events and their implementation
- To erect and dismantle staging and other Cathedral furniture in accordance with instructions
- To be responsible for the correct storage of equipment and report any maintenance requirements
- To ensure that the Cathedral is prepared and ready for events and that all necessary equipment and seating arrangements have been provided
- To ensure that the Cathedral is reset to proper once the event has concluded and all items are stored corrected and relocated to their correct locations

Health & safety

- To be aware of the current health and safety policy and procedures at all times
- To attend first aid training and administer first aid as appropriate
- To ensure that you are trained in current fire evacuation procedures
- To ensure that all accessible areas of the cathedral are kept in safe order and condition and to accurately report any hazards or potential hazards not easily eliminated to the Head Verger
- Be aware of current safeguarding policies and procedures and be vigilant to their application and attend all required training
- Vergers are part of the team responsible for fulfilling Health and Safety check lists on a regular basis. These include checking gutters, fire alarm tests and other health and safety related tasks

Maintenance and cleaning

- The vergers are responsible for the ongoing care of the Cathedral, including but not restricted to the placement of light bulbs, regular cleaning, and routine maintenance
- Regular inspections should take place and any maintenance issues that cannot be properly dealt with by the vergers should be reported to the Head Verger
- All litter and refuse should be removed in a safe manner to the designated areas

Administrative duties

- Be responsible for the regular banking and reporting of cash as required and in accordance with Cathedral policy
- To attend meetings as required, including diary and event planning meetings

The appointment is subject to a DBS check and the post holder must be a practicing Christian.

The role involves considerable physical activity, including the climbing of spiral staircases and high-level work which will require the use of ladders.

This job description is intended for operational purposes only and does not form part of a contract of employment. It will be subject to regular review and the verger will be expected to perform other duties not expressly specified within this job description.

Remuneration:

Salary: £19,500 per year

Hours: 37.5 hours per week on a rota basis, which will include weekend and evening work. There will be opportunities for overtime.

Holidays: 28 days, including bank holidays

Pension: 5% matched contribution plus additional 5% non-contributory

Accountable to:

The Head Verger

Person Specification:

	Essential	Desirable
• A practicing Christian within any recognised denomination	✓	
• A desire to learn and then to respond to changing circumstances	✓	
• A friendly and outgoing personality and an enjoyment of engagement with the public	✓	
• Excellent team working and communication skills	✓	
• Confidence with responsibility and leadership	✓	
• A self-motivated individual, capable of lone working	✓	
• Confidence with difficult or high-pressure situations	✓	
• Excellent attention to detail	✓	
• Previous cash management experience		✓
• A familiarity with church life and tradition.		✓
• Computer skills, including word and excel.		✓

Application Process:

Applications must be made on the **standard cathedral application form** which can be found on the vacancies page of our website.

Applications should be sent with a covering letter to recruitment@chestercathedral.com or to 9 Abbey Square, Chester CH1 2HU.

The closing date for applications is Sunday 24 October 2021.