



Head Verger, St Martin-in-the-Fields, Trafalgar Square, central London

St Martin-in-the-Fields is a landmark church in Trafalgar Square, in the heart of London. It is unique in bringing together, a wide-ranging cultural programme, a thriving commercial enterprise and charitable work – all rooted in a vibrant and inclusive congregational life. The church is open 365 days a year, with 1m visitors annually coming to services, to concerts, to our education, events and exhibition programme, to our Café in the Crypt, and Café in the Courtyard. St Martin's work is rooted in a history of care for those who are homeless and most vulnerable in society.

The verging team play an important role in ensuring that the church is a place of welcome and safety for all who come. They are responsible for ensuring that the worshipping life of the church, with 24 services a week, runs smoothly. They support the clergy team in the liturgical life of the church, including all special services and events. They work with other departments, to ensure the smooth running and flourishing of our common life together.

We are looking for a Head Verger to lead the verging team in fostering a warm and friendly welcoming environment, encouraging attention to detail, a love of liturgy and church life and activities, who is comfortable and excited by working at scale, with a wide range of people, staff and volunteers across a diverse range of church services and activities. The role requires good planning and administrative skills.

If you are.....

- Experienced – in working as a Head Verger, or similar role
- Leader – can direct and lead from the front
- Hardworking – who can take the initiative and get things done
- Self-starter – excellent at organisation and calm under pressure
- Passionate – about creating a place of welcome

.... please apply. This is an ideal opportunity for the right candidate looking to work in a diverse place, and supporting the life of St Martin's.

Working at St Martin's

Based at: St Martin-in-the-Fields, Trafalgar Square, London.

Working pattern: Monday to Sunday, 40 hours per week (5/7 days), including early mornings and evenings.

Salary: c.£29,000 plus Workplace Pension.

Free filter coffee and tea throughout your working day, 20% discount in the Café in the Crypt/Courtyard, Shop (excluding books and CDs) and limited concert concessions.

Holiday entitlement: 25 days holiday plus bank holidays (full time equivalent).

Notice period: 1 month.

For a full job profile see our website www.smitf.org

How to apply

To apply for this post, please read the full job profile and email the following to hr@smitf.org:

- a supporting statement, that refers to the job profile, explaining why you believe you can do this role
- a comprehensive CV including details of your achievements in each role, and including details of two referees, one of whom should be your current or most recent employer (please note we will not contact referees without your permission).

If you would like to chat about the role, please call Revd Katherine Hedderly, Associate Vicar for Ministry on 020 7766 1102, or Nadine Swaffield, Human Resources Manager on 020 7766 1101.

Interviews by arrangement.