

Job description

Title: Deputy Head Verger
Salary: £22k pa
Hours: Monday to Saturday 07:30 to 16:00pm or 10:00 to 18:30
Sunday 08:00 to 16:30 or 09:00 to 17:30
(Flexibility will be required)
Accountable to: Head Verger
Based at: Liverpool Cathedral

Job Summary:

This is a supervisory role under the direction of the Head Verger, with responsibility for ensuring that all Cathedral Services are setup correctly and in good time by the Verger team as required and to also assist Chapter & other members of clergy in the delivery of said services as deemed appropriate.

You will also be responsible for working with and overseeing the Verger & Cleaning teams together with any Casual staff brought in to assist, in setting up for, derigging from and cleaning up subsequent to all events, services and other activities held within the Cathedral, St. James' House, St Aiden's and their precincts as directed.

You will ensure that high standards of general housekeeping are maintained at all times so that the Cathedral is always presented in the best possible way to our many worshippers and visitors throughout the year.

You will support and assist the Head Verger as required and in their absence will be responsible for the effective supervision of the Verger, G.A & Cleaning teams. You will liaise with the Canon Precentor and the Events & Logistics Manager to ensure the continued smooth running of the department in the delivery of all services, events and other activities. You will in addition be responsible for ensuring that all administrative and clerical tasks are completed and kept up to date.

Key Duties

Liturgical:

- Setup of and clearing away from all services held in the Cathedral and ensuring that the Cathedral is left in an orderly state.
- Supervise and organise the Verger team in their Liturgical duties for all services as required.
- Deputise in the Head Vergers absence.
- Reading of lessons & distribution of the Holy Sacrament at Eucharistic services (with appropriate Chapter consent).
- Perform all ceremonial and verging duties within services as required.
- Update all Service Registers and ensure the completion of any forms and documentation which may be required.
- Work closely with the Cross Guild at major services as required.
- Upkeep and cleaning of all liturgical items and silverware within the Cathedral.
- Ensuring an adequate supply of all service books are available and in a good state of repair.
- Ensuring that the candle prickets are kept fully stocked at all times.
- Changing of all Altar Frontals in line with the Lectionary or as instructed by the Canon Precentor.
- Refreshing and laundering of all Altar fair linen as required.
- Ensuring that all sacristy linen is laundered and sufficient is available for upcoming services.

Administrative:

- Assist with the production of staffing rotas.
- Attendance of weekly and monthly operations meetings as required.
- Booking of any casual staff which may be required for various Services & Events as requested and keeping an accurate log of staff booked on the appropriate spreadsheet.
- Assist as required with the accurate recording and monitoring of staff hours, leave and lieu time.
- To assist in the recruitment of an appropriate bank of casual staff as required by the needs of the business.
- When required by or in the absence of the Head Verger, to audit and produce the monthly payroll data spreadsheets for submission to finance, together with all appropriate recharge documentation.
- Oversee all Sacristy supplies and re-order or notify the Head Verger of shortages as appropriate.
- Audit all candle stock levels both votive and other liturgical types and reorder as appropriate.
- Ensuring the timely compilation of weekly service returns for submission.
- Ensuring that all prayer lists are kept up to date.
- Notify the Head Verger of any stock shortages or reordering as appropriate.

Concerts / Events / Meetings and Other Activities

- Provide effective supervision of staff to ensure that the logistics of an event or other activity are fully met according to the deadlines set.
- Ensure in the same way that everything is cleared away and stored in its assigned place on derig of an event or activity and that the Cathedral is subsequently left clean and tidy.
- Liaise with the Events & Logistics manager and their team in the delivery of all commercial activities
- Assist with and supervise the building of stages and setting up of P.A. systems as required.
- Ensure that the grounds of the Cathedral are kept free of litter at all times.

N.B. (Some of the above will require heavy lifting)**Health and Safety**

- Being vigilant in ensuring that all areas of the Cathedral that are accessible to staff, visitors & contractors are maintained in a safe and secure manner and that any hazards, defects or security issues are reported to the Head Verger, H&S Manager or other member of Management
- Being aware of their own health and safety and that of others
- Following all safety procedures & wearing appropriate clothing especially in regard to safety footwear.

The above list cannot be exhaustive & the Deputy Head Verger will be required to undertake any other duties not specifically listed above as may be required and commensurate with their role.

The post holder must be in sympathy with the aims and ethos of the Church of England and to fully support the Mission and Values of Liverpool Cathedral.