

## Person Specification

### Deputy Head Verger

Each of the following criteria will be assessed via: (a) application form; (i) interview

	Essential requirements	Desirable requirements
<b>Education</b>	Educated to GCSE Standard or above (a/i)	Educated to A Level standard or above (a/i)
<b>Experience</b>	<p>Previous experience of working in the role of "Verger" within the Church of England (a/i)</p> <p>Previous supervisory experience (a/i)</p>	<p>Previous experience working as a Verger or Deputy Head Verger within a Cathedral environment (a/i)</p> <p>Previous Managerial Experience (a/i)</p> <p>Experience with and a working knowledge of modern digital and analogue P.A. Systems.</p> <p>Experience of working with staging and associated equipment (a/i)</p>
<b>Knowledge and skills</b>	<p>Excellent numerical, verbal and written communication skills (a/i)</p> <p>Good working knowledge of Microsoft Office packages (a/i)</p> <p>Excellent planning and organisation skills with an ability to prioritise own workloads effectively (a/i)</p> <p>Ability to manage staff effectively within their roles in a positive and motivational manner, with a demonstrated willingness to lead from the front. (a/i)</p>	<p>Knowledge of Health and Safety procedures (a/i)</p> <p>Excellent knowledge of Microsoft Office packages (a/i)</p>

	<p>Ability to handle a range of diverse tasks and work under pressure <i>(a/i)</i></p> <p>Knowledge of current customs and practices prevalent within the Church of England <i>(a/i)</i></p>	<p>Extensive Liturgical Knowledge</p>
<p><b>Personal Qualities</b></p>	<p>Willingness to take direction <i>(i)</i></p> <p>Ability to communicate effectively with team members and others with tact and sensitivity <i>(i)</i></p> <p>Resilient with an ability to remain calm under pressure <i>(i)</i></p> <p>Ability to build good working relationships within both a team environment and inter-departmentally across the Cathedral <i>(i)</i></p> <p>A committed team player who is respectful of colleagues and can recognise the wider needs of the organisation <i>(a/i)</i></p> <p>Methodical and meticulous <i>(a/i)</i></p> <p>Have a "can do" attitude with an ability to operate with energy and to use own initiative <i>(i)</i></p> <p>A desire to learn and a willingness to take on further training/coaching <i>(a/i)</i></p>	
<p><b>Work related circumstances</b></p>	<p>Willingness to work outside of normal shift patterns &amp; hours when necessary including early mornings, evenings and weekends. <i>(a/i)</i></p> <p>Flexibility of approach to the varying needs of the business.</p>	

	<p>To have an understanding of, and be in sympathy with, the Church of England (<i>a/i</i>)</p> <p><b>N.B. Applicants should be aware that this role involves heavy lifting and moving of furniture (<i>i</i>)</b></p>	
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