



## **Verger Job Description, Person Specification**

**JOB TITLE:** Verger

**PURPOSE:** To be part of the verging team responsible to the Deputy Head Verger for contributing to the efficient and effective running of the Abbey. In addition, this post will contribute to the development and management of all social media aspects of the Abbey.

**EMPLOYING BODY:** Tewkesbury Abbey Parochial Church Council

**RESPONSIBLE TO:** Deputy Head Verger

**RESPONSIBILITY FOR:** Abbey Assistants as required

### **DUTIES:**

The following is not an exhaustive list of the tasks but is indicative of the main responsibilities.

#### **1. Leadership and Management**

- Where required manage and train the Abbey Assistants.
- Where required produce staff rotas for Abbey Assistants to ensure cover for all hours the buildings are open, and all events and services are staffed

#### **2. Liturgy and Services**

- Ensure the Abbey is prepared for all services and related events (including weddings, funerals, civic events, and special services).

- If required deputise for the Head Verger or Deputy Head Verger at services in the Abbey and to manage the other Abbey Assistants as part of these occasions.
- Where required brief stewards for services and events in relation to logistical operations and health and safety requirements.
- In the Head Verger/ Deputy Head Verger's absence where required support the Vicar for Liturgy in planning of special services as required and in provision of all Abbey worship.
- Responsible for sound and light systems in the Abbey and ensure they are in good working order, regularly tested and that the Abbey Assistants are trained on how to use and maintain them.
- Ensure all liturgical furniture, plate, ornaments, and vestments are maintained in the highest order.
- When required ensure the live streaming of services.

### **3. Events**

- Work with the Abbey Assistants to ensure the physical preparation of the site for each booking/event including when required the building of staging.
- Ensure that a professional service is provided to all users of Abbey services and events.
- Ensure the sound and light systems in the Abbey are in good working order, regularly tested and that the Abbey Assistants are trained on how to use and maintain them.
- Ensure the Abbey is always clean and presented to the highest standards; to ensure there is a robust and sensible cleaning regime in place.
- Responsible when required for the supervision of on-site contractors and events organisers.

### **4. Health and Safety**

In Partnership with the Health and Safety Officer and Deputy Head Verger/Operations Manager:

- Ensure all relevant fire safety and health and safety records, and accident books, are accurately maintained.
- Responsible as required for ensuring that the Abbey is kept in a safe order.
- Provide first aid treatment as required
- Maintain the Visitors' Centre Accident Log
- Undertake Working at Heights training to assist with this when required.

### **5. Maintenance**

- Participate in the full maintenance and cleaning programme for the Visitors' Centre and grounds with appropriate actions discussed with the Estates Manager and Heads of Departments
- Ensure all maintenance checks are carried out for the Visitors' Centre and grounds and documented and any issues reported according to Abbey policies
- Responsible as required for the supervision of on-site contractors for the Visitors' Centre and grounds

- Assist the Estates Manager with the supervision of all external contractors in relation to maintenance if required
- Ensure all related records are kept up to date and accessible.
- Participate in annual fire inspection and action any recommendations.

## 6. Security

- Empty collection boxes and safe storage of all monies in line with the Abbey Policies
- Undertake dynamic risk assessments for the Visitors' Centre and the grounds in a timely fashion and resulting actions are reported
- Ensure as required the Visitors' Centre and grounds security systems are activated daily and maintain appropriate records.
- Participate in the Verger 24/7 emergency on call rota.
- Liaise as necessary with fire, police, and ambulance services.

## 7. Social Media

Assist the Communications Administrator to ensure that:

- Creative, imaginative, and engaging content across all social media platforms are developed.
- Information on the Abbey website is comprehensive and up to date including the weekly link to services.
- Sermons are uploaded weekly.
- Expand and then ensure daily social media output is active.
- Encourage regular social media input from across the Abbey community.
- Monitor the Abbey web site and suggest changes to line managers and make necessary changes as directed.
- Assist with the production and live streaming of services and events as required.

Other:

- Cover basic essential duties in the absence of other staff as directed by the Vicar
- Ensure that the highest standards of professional conduct are maintained.
- Promote equal opportunities and diversity in the work of the department.
- Ensure compliance with relevant legislation and statutory codes of practice, as advised.
- Ensure compliance with the Abbey's Safeguarding policies and procedures.
- Ensure compliance with the Abbey's GDPR policies and procedures
- Participate in the arrangements for performance review and appraisal.
- Attend meetings and other groups as appropriate.
- Any other reasonable duties and responsibilities as may be required by the Vicar

## Person Specification

	Essential	Desirable	Assessment
<b>Values</b>			
<ul style="list-style-type: none"> <li>• In sympathy with the inclusive Christian ethos of the Abbey</li> </ul>		√	Interview

<b>Education and Training</b>			
• English and Maths passes at GCSE or equivalent	√		CV
• First Aid qualification		√	CV
<b>Knowledge and Experience</b>			
Experience of verging		√	CV
Excellent organisational and time management skills	√		Interview
Meticulous attention to detail	√		Interview
IT Microsoft skills including social media and live streaming	√		CV
Experience of working with volunteers		√	CV
Experience and demonstrable knowledge of health and safety		√	CV Interview
<b>Competencies</b>			
• Ability to problem solve effectively	√		Interview
• Proactive and forward thinking	√		Interview
• Ability to prioritise work and delegate tasks appropriately	√		Interview
• Demonstrable ability to manage people in a variety of roles	√		Interview
• Demonstrable leadership and teamworking skills.	√		Interview
• Commitment to ensuring the Abbey's safeguarding policies and procedures are applied consistently and understood by all those involved in the Abbey's life and a willingness to undergo regular training in this area.	√		Interview
• Excellent interpersonal and communication skills and the ability to show judgement in leadership and to work collaboratively as part of a team in an approachable and constructive manner.	√		Interview
• Understanding of the complexities of working with a variety of groups of people a demonstrable awareness of (and the ability to maintain) appropriate professional boundaries	√		Interview
• Willingness to work flexibly, including evenings, weekends and public holidays as required.	√		Interview
• Understanding of the Christian year and liturgical practice		√	Interview
• Ability to working at height	√		Interview
• Ability to manoeuvre equipment with appropriate aids	√		Interview