

JOB DESCRIPTION

Job Title:	Assistant Verger
Team:	Vergers
Location:	Chichester Cathedral
Line Manager;	Head Verger
Contract type:	Permanent
Hours:	Full Time 35 hours per week over on a 5 day rota which will include some weekends NB The Cathedral is usually open between 7.30am and 6.30pm and the vergers' team is responsible for its opening and closing
Date of completion:	September 2021

1	Job Purpose
	As a member of the Vergers' team to have responsibility for ensuring that the Cathedral is presented in the very best way at all times for worshippers, visitors and the general public in order to provide a safe and welcoming environment.
2	Principal Accountabilities
	<p>To ensure that the various activities that take place within the Cathedral are run smoothly including:</p> <ul style="list-style-type: none"> ▪ ensuring that services of worship are set up correctly and as required so that the dignity of worship is upheld and services run to time; ▪ providing assistance to the member of the clergy responsible for conducting the service; ▪ participation in Cathedral services as appropriate under the direction of the Head Verger and/or Senior Verger; ▪ undertaking any routine work as directed by the Head Verger and/or Senior Verger so that the Cathedral can operate effectively; ▪ providing support for events that are run in the Cathedral including rearranging furniture, setting up staging, operating the sound system so that events can be well run for the benefit of worshippers and visitors; ▪ be vigilant in relation to Cathedral health & safety and security, ensuring that all areas accessible to the public are maintained in a safe and secure manner and that any hazards or defects are reported to the Head Verger and/or Senior Verger , so that it remains a safe environment in which to worship, visit and work; ▪ ensure that the Cathedral is kept neat and tidy, including cleaning, moving rubbish etc, so that it is welcoming for worshippers and visitors ▪ to be a welcoming presence for out worshippers, volunteers, visitors and staff
3	Level of Responsibility
a	<p>People The post holder does not have responsibility for other staff but has a responsibility for the safety and security of all those who visit the Cathedral including worshippers, volunteers, visitors, colleagues, contractors and others.</p>
b	<p>Financial Management The post holder does not have any direct financial responsibility but will be required to be familiar with the Cathedral procedures for handling cash.</p>
4	Contacts
	<p>The post holder will have contact with:</p> <ul style="list-style-type: none"> ▪ members of the clergy in order to ensure the efficient running of services; ▪ members of the public, whatever their role, who visit the Cathedral in order to ensure their safety and security; ▪ colleagues in other departments to share internal communications and provide support as appropriate; ▪ contractors who work at the Cathedral to ensure that they can work effectively and safely.

5	Special Requirements
	<p>Chichester cathedral is a living church – applicants should be in close sympathy with our Christian mission.</p> <p>The successful post-holder will be required to have a satisfactory enhanced Disclosure Barring Services check.</p> <p>The role will require regular evening and weekend working and a flexible approach to working hours at busy times.</p> <p>Mandatory safeguarding training will be provided.</p>
6	Qualifications, Skills and Experience
	<p>Qualifications</p> <ul style="list-style-type: none"> ▪ No formal qualifications are required but a general standard of education to GCSE or equivalent; ▪ Health & Safety training [fire safety, evacuation procedures, bomb safety, working at height] will be provided; ▪ Emergency First Aid at Work Certificate, training will be provided; ▪ Church of England Foundation Safeguarding Certificate [C1] - training will be provided. <p>Experience</p> <p>Previous experience as a Verger would be useful but not essential.</p> <p>Skills</p> <ul style="list-style-type: none"> ▪ physically fit as the role is physically demanding and involves lots of standing, manual handling activities and the movement of furniture and other heavy objects. ▪ ability to work effectively as part of a team, supporting colleagues and asking for support when necessary; ▪ excellent communications skills and the ability to put people at ease and to communicate confidently to a wide range of people in an appropriate manner; ▪ aptitude to understand and use technology and in particular the Cathedral alarm system and sound system; ▪ excellent attention to detail when ensuring that vestments and linens are in good order, that the Cathedral is appropriately chaired and that the silver is cleaned regularly. ▪ a calm authority with the ability to take charge in challenging situations.