



LEAD VERGER

Job purpose

The Lead Verger, under the direction of the Rector, will lead the Vergers in the daily running of Hexham Abbey. This is a varied role, which requires confidence, use of own initiative and flexibility. The key tasks set out below, are not exhaustive. The post holder must recognise this and respond to any challenges. Your duties, working in close cooperation with your verger colleagues, include responsibility for:

Caring for worship

- Supporting and liaising with the clergy
- Doing all the practical preparation for worship and taking a ceremonial part in some services
- Developing detailed liturgical knowledge from liturgical colours and clergy vesture to dealing with holy sacraments and an understanding of liturgical books used.
- Dealing with the official registers for services
- Ordering consumables such as altar breads, wine and candles.
- Being an altar server at some services of Holy Communion
- Ensuring that all furniture, plates, ornaments and vestments are maintained to the highest order.

Services and Events

- Play an essential role in the management and delivery of services and events, liaising with key staff
- Ensure that the Verger rota has adequate cover for events.
- Briefing all stewards and volunteers for services and events, ensuring that Health and Safety and the Evacuation procedures are carried out in line with operations.
- Liaising with the staging team when staging is required.
- Hoisting and lowering the flag as specified on special occasions.

Health and Safety

- Being responsible for the Abbey, ensuring that equipment is kept safely, and that hazards and property maintenance is reported to the Compliance and Support Manager.
- Being willing to undertake training for Working at Height; First Aid and Fire Warden.
- Being the primary First Aider for services and events.
- Ensuring that the incident reporting forms are completed and returned to the Compliance and Support Manager

Caring for the Building

- Responsibility for cleaning the Abbey ensuring it is always of a high standard, both internally and externally, including minor maintenance, following the cleaning schedule.
- Keeping the Vestry in good order
- Preparing and moving furniture and other equipment for services and events (the job can be physically demanding)
- Operating different operational systems in the Abbey, i.e. sound and Lighting, heating and alarm
- Being the first response person for the alarm monitoring station.

Caring for people

- Ensuring the verging team represent the Abbey to an exceptional standard welcoming visitors and volunteers; showing them the Abbey, answering questions, well presented etc.
- Supporting all visitors, including those with pastoral needs/ in distress.

Communication / Administration

- Attending regular team meetings to ensure team communication and management of tasks
- Ensure good communication with the Verger team.
- Ensure the abbey is staffed with vergers and stewards, by planning rotas for both, to include holiday cover
- Updating noticeboards

While the focus of the verger is the ecclesiastical building, we expect flexibility and willingness to support the caretaking team of the Abbey's Priory Buildings as required.

Applicants should be either a communicant member of the Church of England or a practising member of a Christian church in good standing with the Church of England. The verger's duties include taking a full part in worship. The post therefore carries a genuine occupational requirement under the Equality Act 2010.

PERSON SPECIFICATION

Essential abilities and attributes

The successful candidate will

- be friendly and welcoming, aware of the responsibility of representing the Abbey to the public,
- Be able to lead, manage and motivate teams
- Able to plan staff and steward rotas
- Possess great interpersonal skills for dealing with all manner of people,
- be physically fit and able to work at heights,
- be utterly trustworthy, reliable, honest, discreet and loyal,
- have literacy and numeracy skills and be computer literate
- be well organised and able to forward plan, noting issues on the horizon
- have the ability to evaluate, learn and develop
- have the ability to handle difficult issues without getting flustered and in a sympathetic manner
- be self-motivated and able to work unsupervised
- be a helpful and cooperative team member with the good of the whole organisation and all its constituent people and elements at heart
- be supportive of requirements of clergy, churchwardens, staff members, volunteers and congregations
- understand and appreciate the unique heritage of Hexham Abbey, both its historic and religious significance
- be a Christian supporting the worship life of the Abbey

The successful applicant will not be able to start the job until we have clearance from an enhanced DBS check.

Desirable qualifications and experience lie in the following areas:

- tourism & hospitality and heritage
- Facility management
- general administration
- working with volunteers
- managing health & safety compliance and emergency procedures
- managing safeguarding processes and procedures

EMPLOYMENT

Working Hours

The demands of the post entail regular work at weekends, and no holidays over Christmas and Easter. We also expect flexibility to allow for evening work to cater for events (overtime will be paid at single rate). The post holder will need to be flexible to lock up outside of core hours.

The post is subjected to annualised hours of 1656, with overtime if necessary.

The post will be subject to a six-month probationary period.

To apply for this post, please email the following to Kirsty.wills@hexhamabbey.org.uk by 5pm on Wednesday 4 May 2022:

1. A covering letter explaining why you believe you can do this role
2. The completed application form including 2 referees that we can contact prior to interview.

Interviews will be held on Wednesday 18 May