

## Job description: Assistant Verger

**Mission statement:** Hereford Cathedral's mission is to proclaim the Gospel of Christ in the City and Diocese of Hereford, and in the wider world, by serving and inspiring all those who encounter this sacred place and our community.

**Post:** Assistant Verger

**Role:** To carry out duties to enable the mission of the cathedral for daily worship and associated activities to take place.

**Line Manager:** The Dean's Verger.

**Principal tasks:**

- To assist the Dean's Verger in the execution to the highest standards of all necessary arrangements for the statutory services and any other events within the cathedral and its precincts.
- To open and close the cathedral and assist in the maintenance of the security and decorum of the cathedral and precincts at all times.
- To provide out of hours security on a rota basis.
- To uphold the Chapter's safeguarding policy and to undertake relevant safeguarding training
- To ensure compliance with Chapter's Health and Safety Policy and COSHH regulations.
- To assist paid staff and volunteers in their work for the cathedral.
- to carry out any cleaning of the cathedral as appropriate, including high-level work from a ladder or scaffold.
- To climb the tower to raise or lower the flag on appointed days.
- To assist in the maintenance of good public relations with visitors, and to be sensitive to the fact that the cathedral is both a place of worship and a focus for tourists.
- To assist in the proper use and maintenance of the heating, sound, lighting, live streaming, fire detection, CCTV and intruder alarm systems.
- To be responsible for the custody and care of all keys in the Assistant Verger's possession.
- To carry out ceremonial duties, as directed by the Dean's Verger.
- when required, attend the cathedral's weekly diary meeting and advise and record in the vestry diary matters discussed and agreed at that meeting.
- To ensure that money is recorded and properly lodged in the safe in accordance with the cash handling procedure laid down by the Head of Finance.
- Assist with the setting up and clearing of furniture/staging/live streaming equipment etc for the various users of the cathedral and associated buildings.
- To carry out minor repairs as required in the cathedral under the direction of the Dean's Verger.
- To operate the vestry computer, and be able to use the cathedral bookings diary, respond to emails and other associated tasks.
- To monitor the condition of the cathedral fabric and report to the Dean's Verger any areas causing concern.
- To participate in an annual appraisal and attend any identified training courses which may be of use in fulfilling the job requirements.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall objectives of the organisation.