



## Information for Job Applicants

Thank you for your interest in the vacancy for an Assistant Verger. We undertake to ensure that everyone has fair access to employment with us.

### The Chapter's vision statement

Our vision is to create sacred space at the heart of the diocese in which worship is offered and the holiness of God is encountered in an open and inclusive way; common ground where issues shared by the whole of humanity can be explored in the light of the Gospel of Jesus Christ. Inspired by the Gospel, we work to build a welcoming, inclusive and engaging environment which, through the delivery of a diverse and inspiring programme of worship, events, educational activities and community outreach, fulfils and spiritually enriches all who experience our cathedral.

### Why work at Hereford Cathedral?

Working at Hereford Cathedral puts you at the centre of the region's largest tourist destination, place of worship and indoor event venue, with already up to 130,000 visitors per year. With its unique Mappa Mundi, its world-class music, a friendly city and beautiful landscapes all around, it is an unbeatable place to work. A small and friendly team of staff is working hard to modernise and grow the business within this significant centre of heritage and worship, which is keen to provide opportunities for staff and volunteers focused on making its attractions available to new and wider audiences. A major programme of digital engagement and exciting new activities in the recently restored College of the Vicars Choral promise significant changes in how the Cathedral presents itself to the outside world. Whatever your skills, you can be assured of the support of the whole Cathedral in joining and helping with its mission and ministry.

### Our staff enjoy:

- A pleasant working environment within historic buildings
- Working in the city centre
- The camaraderie of supportive and friendly colleagues
- Responsibility and independence in a small team
- Opportunities for continuing professional development
- Discounts in the on-site café and shop
- A non-contributory pension scheme.

### Safeguarding

We are fully committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff and volunteers to share this commitment, and depending on their role, new employees may be required to have a Disclosure and Barring Service check before their appointment can be confirmed.

### How to apply for a job

We want our recruitment process to be clear and easily understood, and hope that the following guidelines will help you to understand what information we need from you if you decide to apply for our vacancy. On our website [Vacancies | Hereford Cathedral](#), you will find the following documentation which will provide information about the cathedral, the job, the skills and other attributes we believe are necessary to make a success of this role:

### General Information about the cathedral for applicants

In the recruitment section of the cathedral's website you will find a summary of information about the cathedral and cathedral life, this will help applicants understand the role in its context.

## The Job Description

This aims to give you a full description of the main purpose of the job. The list of duties is not exhaustive, but provides an overall summary of the scope of the job, and what we will expect of the successful applicant.

## The Person Specification

This describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about this carefully when writing the supporting statement part of your application form.

## Completing the Application Form

A copy of the appropriate application form is available to download from our website:

- Please complete all appropriate sections in full.
- If desired, you can attach a portfolio or links to any previous work that you wish to include.
- Please ensure that you list all your previous employment, including any gaps, and use a separate sheet if necessary.
- Canvassing will lead to disqualification for appointment.
- False statements or failure to disclose any information requested in the application form may disqualify a candidate; discovery after appointment may lead to dismissal or disciplinary action.

Please return your application form by the closing date to: Karen Evans, Hereford Cathedral, 5 College Cloisters, Cathedral Close, Hereford, HR1 2NG or via email: [karen.evans@herefordcathedral.org](mailto:karen.evans@herefordcathedral.org)

***Late applications may not be considered.***

## Equal Opportunities Monitoring form

Please complete this (at the back of the application form). It will be separated from the application form once received. This information is treated completely confidentially and is used for equal opportunity monitoring purposes only; it will not be considered during the selection process.

## References

All appointments are subject to the cathedral receiving two satisfactory references, and the application form asks you to identify two individuals for this purpose. Your referees should have direct knowledge of your work skills and abilities. Your first referee should be your present or most recent employer or educational establishment. References will not be accepted from relatives or from people writing solely in the capacity of friends.

## And finally...

This appointment is very important to the cathedral and we are grateful to anyone who takes the trouble to express an interest. We always value the time and effort it takes to complete a job application. If you would like to arrange an informal conversation to discuss the role, please email Mr Tim Pryse-Davies, the Dean's Verger, at [vestry@herefordcathedral.org](mailto:vestry@herefordcathedral.org)

The closing date for applications is **Friday 24 June 2022 at midday**. Interviews are expected to take place on **Monday 04 July 2022**. You will be informed if you have been short-listed for interview, usually within a week of the closing date. We normally inform all unsuccessful applicants after an appointment has been made and acknowledge their applications.

