



## VIRGER (FULL TIME)

### Information for Candidates

#### BACKGROUND

Guildford Cathedral is a sacred space and a community of people who engage with God and the wider world for the common good. We do this by being a warm hearted community open to God, to all, to growth and to transformation. Over 100,000 visitors come to the Cathedral each year and our Cathedral 'community' comprises thousands who feel close the Cathedral because of historical connection, the purchase of a brick in the 1950s, their membership of the worshipping congregations or staff and volunteers. The core task of Guildford Cathedral is worship. Daily and Sunday choral services are the backbone of our work. The Cathedral is led by the Dean with the Cathedral Chapter which is akin to a Board of Directors and charity trustees.

The Virgers support the delivery of mission and ministry at the Cathedral. They prepare for and assist with services alongside the Cathedral Clergy including administering the chalice at services of Holy Communion (Eucharist). They provide point of contact for visitors attending services or requiring pastoral support. The Virgers also work closely with other teams from across the Cathedral to ensure safe, smooth running of events and services and the proper care of the Cathedral fabric. They are responsible for security and health and safety on site for the duration of their duty.

#### JOB SPECIFICATION

Reporting to:	Dean's Virger.
Accountable to:	The Chapter of Guildford Cathedral through the Chief Operating Officer.
Hours and salary:	This is a full time post, average 40.5 hours per week. Some flexibility is required. The salary is £19,400, overtime payable at £9.50 per hour. Accommodation is provided, and council tax and water rates are paid by the Cathedral.

#### KEY TASKS

##### General

- To be responsible for the opening and closing of the Cathedral on a rota basis.
- To ensure the efficient cleaning of the Cathedral with effective use of time and materials and without the need for supervision (the team of Virgers are responsible for all the Cathedral cleaning).
- To be responsible for the security and day to day maintenance of the Cathedral.
- To be first point of contact and respond to emergency calls out as required on a rota basis.
- To be on duty, in accordance with the rota, on Sundays, Festival Days and other occasions, in addition to other routine duties.
- To maintain vestments, altar furnishings and vessels and prepare them for all Services.
- To participate in Cathedral services in accordance with its traditions and/or as directed by the Canon Liturgist.
- To operate the sound and lighting systems when directed by the Dean's Virger.
- To be responsible for the safeguarding of all donations and collections.
- To support and assist Guides, Stewards and other volunteers as required.
- To liaise with other Cathedral departments as requested by the Dean's Virger and to assist with the setting up and removal of all content and furnishings required for special services, concerts and other events.
- To play a full part in the maintenance of good public relations and treat visitors in a helpful tactful and appropriate manner.
- To work overtime as required provided due notice is given where possible and to perform other duties as may be directed by the Dean's Virger.
- To read and maintain familiarity with the contents of the Staff Handbook and to carry out all duties and obligations in accordance with the policies set out therein.
- To carry out any other reasonable duties as requested by the Dean's Virger, the Canon Liturgist or the Chief Operating Officer.

## KEY RELATIONSHIPS

- Dean's Virger.
- Canon Liturgist.
- Other Clergy.
- Chief Operating Officer.
- Musicians, Stewards and Guides.

- Enterprise colleagues (Events and Shop).
- Other Staff and Volunteer colleagues.

## ESSENTIAL SKILLS AND ATTRIBUTES

- GCSE Level education.
- A sense of the value of well-ordered worship and its contribution to the Cathedral's wider ministry and outreach.
- Strong communication and interpersonal skills.
- IT skills and administrative competence.
- Flexibility to respond positively and appropriately to new opportunities and challenges.
- Capacity to value the volunteers who work in the Cathedral and to respond to the needs of those who come seeking help and advice.
- A team player, possessing the personal qualities necessary to work well with other members of the Cathedral team, both paid and volunteer.
- Enthusiasm to learn and develop the skills needed.
- Personal reliability and ability to take responsibility.
- Ability to work independently and under pressure.
- Physically fit and strong enough to undertake duties including lifting and moving of furniture and other equipment.
- Willingness to take all necessary training, including First Aid at Work.
- A communicant member of the Church of England.

## DESIRABLE SKILLS AND ATTRIBUTES

- Previous experience as a Virger.
- Experience of the coordination and delivery of events.

## APPLICATION PROCESS

To apply for this post, please visit the Cathedral Website ([www.guildford-cathedral.org](http://www.guildford-cathedral.org)) and complete the application form provided. Please send this with a covering letter addressing the Key Tasks and Essential Skills and Attributes, as well as your CV, to [Dops@guildford-cathedral.org](mailto:Dops@guildford-cathedral.org) or Matt O'Grady, Guildford Cathedral, Stag Hill, Guildford GU2 7UP. Referees will not be approached without your consent. Applications will only be considered with a completed application form, CV and

covering letter. Guildford Cathedral operates under a Safer Recruiting policy. An Enhanced DBS Disclosure is a requirement of the post and proof of eligibility for working in the UK will be required before appointing. For an informal conversation please contact Matt O'Grady on 01483 547 864. Closing date for receipt of application is Wednesday 24 August 2022. Shortlisted candidates will be called for interview during the week commencing 5 September 2022.