**JOB DESCRIPTION**

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| **Job Title:** | Senior Verger |
| **Team:** | Vergers |
| **Location:** | Chichester Cathedral |
| **Line Manager;** | Head Verger |
| **Contract type:** | Permanent |
| **Hours:** | Full Time  40 hours per week over on a 5 day rota which will include some weekends  **NB The Cathedral is usually open between 7.00am and 6.45pm and the Vergers’ team is responsible for its opening and closing** |
| **Date of completion:** | May 2025 |

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| **1** | **Job Purpose** |
|  | To work with the Head Verger, deputising in their absence, in order to ensure:   * 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; * that all Cathedral services run efficiently. |
| **2** | **Principal Accountabilities** |
|  | To ensure that the various activities that take place within the Cathedral are run smoothly including:   * managing the Verger team alongside the Head Verger, to ensure that each member understands what is required of them and is able to work as effectively as possible; * working with colleagues in the Verger team to ensure that services are set up correctly and that appropriate assistance is provided to members of the clergy; * regularly participating in Cathedral services as appropriate under the direction of the Head Verger; * ensuring there is appropriate support for events that are run in the Cathedral, including rearranging furniture, setting up staging, operating the sound and livestreaming systems, so that events can be run well for the benefit of worshippers and visitors; * responsibility for the Cathedral’s health & safety and security, including keeping up-to-date records of alarm system testing, ensuring that all areas accessible to the public are maintained in a safe and secure manner, and dealing with any reported hazards or defects in an appropriate manner, so that the Cathedral remains a safe environment in which to worship, visit and work; * ensuring that the Verger team maintains the Cathedral in an appropriate manner, including cleaning, moving rubbish etc, so that it is welcoming for worshippers and visitors; * assisting with planning of rotas and ordering of sacristy supplies. |
| **3** | **Level of Responsibility** |
| **a** | **People**  The post-holder will have supervisory responsibility for the Vergers in the Verger team and will also have a wider responsibility for the safety and security of all those who visit the Cathedral, including worshippers, volunteers, visitors, colleagues, contractors and others. The Senior Verger will occasionally deputise at services and meetings in the absence of the Head Verger. |
| **b** | **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. |
| **4** | **Contacts** |
|  | The post-holder will have contact with:   * members of the clergy in order to ensure the efficient running of services; * members of the Liturgy & Music team to ensure the efficient running of events and services; * members of the public who visit the Cathedral for services, events and general visiting; * 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** |
|  | The successful post-holder will need to be available to be on call for two evenings each week, being able to arrive at the Cathedral within 15 minutes of being called, and being prepared to deal with any situations that may arise.  There is a **Genuine Occupational Requirement** that the successful candidate should be a communicant member of the Church of England.  Mandatory safeguarding training will be provided. |
| **6** | **Qualifications, Skills and Experience** |
|  | **Qualifications**   * No formal qualifications are required but a general standard of education to GCSE or equivalent; * Health & Safety [including fire safety, evacuation procedures, bomb safety, working at height;] training can be provided; * Emergency First Aid at Work Certificate, training can be provided; * Church of England Foundation Safeguarding Certificate [C1] - training can be provided.   **Experience**  Previous experience as a Verger.  Previous supervisory management experience would be desirable but is not essential.  **Skills**  The successful post-holder will:   * be 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; * have good people management skills, with the ability to get the best out of people and to lead, motivate and inspire them; * be able to lead a team and to also work as part of that team, supporting colleagues and asking for support as appropriate; * have 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; * have the aptitude to understand and use technology and in particular the Cathedral alarm, sound and livestreaming systems; * have 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; * have a calm authority with the ability to take charge in challenging situations. |