

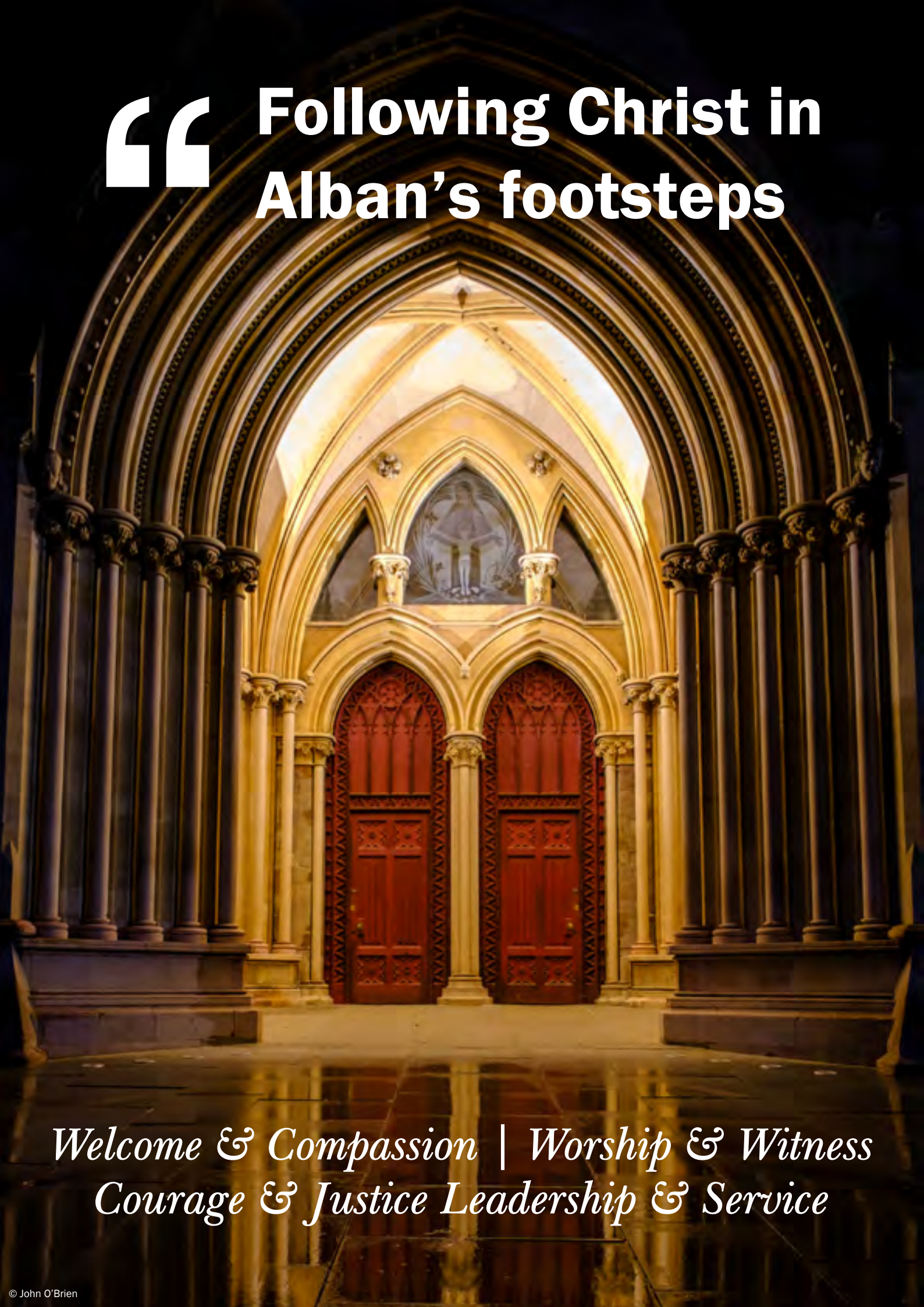
A photograph of St Albans Cathedral, a large Gothic-style stone building with multiple spires and a large rose window. The cathedral is set against a blue sky with scattered white clouds. In the foreground, there is a green lawn and some trees on the left side.

ST . ALBANS CATHEDRAL

**Full time Events &
Services Virger**

Recruitment Information Pack

July 2026



“Following Christ in Alban’s footsteps

Welcome

Thank you for considering an application for the role of full time Events and Services Virger at St Albans Cathedral. We hope you will decide to apply.

St Albans Cathedral is a special place. It stands over where Alban, Britain’s first Christian saint, was buried after giving his life for his faith over 1700 years ago. The Cathedral is a major site of pilgrimage and worship to this day, welcoming people of all ages and from many different backgrounds. St Albans Cathedral, committed to remaining a place where there is no charge to enter, attracted in excess of 620,000 visitors in each of the last two years, from the United Kingdom and abroad. We have a rich and unique heritage, reaching over an unrivalled stretch of national history, very much alive and growing. Our revealing of this story is at the heart of our vision, to be a beacon of discovery and inclusive welcome, prayer and reflection, open to all.

After wide consultation across the communities represented in our diocese, our vision is to Follow Christ in Albans footsteps, and our strategic priorities are set under our commitment to welcome and compassion, worship and witness, courage and justice, leadership and service. These priorities shape all our mission and ministry and the daily life and work of the Cathedral. As a Cathedral we are looking forward to celebrating the 150th Anniversary of our Diocese and, therefore, of being a Cathedral in 2027 and we have many exciting plans for these celebrations.

The Cathedral is seeking to recruit a full time Events and Services Virger. The Virger team are crucial to ensuring the smooth running of worshipping life at the Cathedral. The Virger team ensures the Cathedral looks its best at all times for worshippers, visitors and the general public, as well as actively supporting the front of house team and volunteers in delivering exceptional customer service. They are key to enabling all visitors to have a positive and inspirational experience.

Every one of our staff and volunteers each contribute in keeping this place a living place. If you have the relevant skills and experience for this role we would be keen to receive your application.

Thank you again for considering this opportunity.



The Very Revd Jo Kelly-Moore
Dean of St Albans



Alan Hartwell
Chief Operating Officer

*Welcome & Compassion | Worship & Witness
Courage & Justice Leadership & Service*

Events and Services Virger

The Virger team is an integral part of the Cathedrals' front of house team, interacting on a daily basis with the congregation, clergy, volunteers, visitors, venue hire organisers, external contractors and other members of the general public.

The Virger team are responsible for the preparation of all the events and services that take place in the Cathedral often acting as a Cathedral Lead in supporting the Visitor and Experience Manager in the execution of special events and activities.

Collectively, the Virgers do a wide range of jobs from leading processions, operating the live-streaming equipment and working the internal PA system during services on Sunday mornings and at other special services. They ensure a clean, safe and welcoming environment for all that use the Cathedral carrying out regular cleaning, health and safety checks. The role requires a level of physical fitness as some manual handling such as moving furniture and setting up staging is required at times.

The Virgers are first responders for unplanned activity such as alarm activations and first aid incidents. Full training is provided.

The Virger team reports directly to the Head Virger and also works closely with the Precentor, who has responsibility for coordinating the Cathedral's liturgical and musical life and the Visitor Experience and Events Manager who has strategic oversight of all planned events and activities on the Cathedral floor.

This full-time position works alongside other full time Virgers and as such is part of a small, dedicated and friendly team. There will be frequent times when Virgers will need to work on their own with minimum supervision.

The Virger team sets high standards for themselves in their presentation, attitude and commitment to the Cathedral. They need to be hardworking and flexible in their approach. The Cathedral is open seven days a week and has a very busy programme of worship, events and exhibitions with over 670,000 visitors in 2025. The Virger team have a key contribution to make in helping to welcome visitors and support the congregation.

Applications are welcome all people with empathy for the Christian mission of the Cathedral. An understanding of church life would be helpful although not essential as full job training will be provided.

Key responsibilities

1. Carry out the required preparation for services including the laying out of vestments, preparation of liturgical items, leading processions into services and clearing away afterwards.
2. Support the Cathedral Lead for concerts and special events in the absence of the Head Virger and the Events and Visitor Experience Manager
3. Show a warm, welcoming and polite approach to everyone who enters the Cathedral.
4. Operate the sound and live streaming equipment for services and events as required.
5. Carry out routine cleaning of the Cathedral in accordance with the cleaning rota. This includes floor sweeping, dusting and polishing.
6. Assist with the routine care and cleaning of silver, vestments, robes, altar linen and service books used for services.
7. Set up staging and other furniture for external venue hire events as required.
8. Empty money boxes and take custody of cash into the safe for collection by external contractor.
9. Keyholder duties of morning unlocking and evening locking up of the Cathedral and other buildings within the Cathedral precinct.
10. Record all relevant fire safety and other health and safety records including the accident book and carry out the scheduled weekly fire alarm test if on duty.
11. Act as Duty First Aider. A First Aid training course is provided
12. Call out the appropriate emergency services when acting as Duty Virger.
13. Follow Cathedral safety, safeguarding and security procedures.
14. Keep supplied uniform and cassock clean and well maintained
15. Understand and implement the Cathedral's flag policy as required

The main duties and responsibilities of the role are outlined as above. This list is not exhaustive and is instead intended to reflect your main tasks and areas of work.

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and vulnerable adults, who are involved with or visit the Cathedral. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct, and undertaking any safeguarding duties and training commensurate with their role.



St Albans Cathedral

As the seat of the Bishop of St Albans and Cathedral church for the Diocese of St Albans, St Albans Cathedral is home to two medieval shrines, several world-class medieval wall paintings and an amazing mix of architectural styles that bear witness to many centuries of its life, first as a monastic Abbey and now as a Cathedral. It is the oldest site of continuous Christian worship in Britain and the core of the existing building dates over 900 years. Conserving and protecting the building is an ongoing challenge, responsibility and privilege.

We look forward in 2026 to the appointment and installation of the 11th Bishop of St Albans. The Cathedral is home to a vibrant and active community, made up of our worshipping congregations, volunteers, staff and many other individuals. It is both a place that holds large scale events and services, and one that also encourages more intimate prayer and reflection. In this dual role of cathedral and parish church, worship and mission combine with local and national profile.

The Cathedral has a vision to grow its presence and impact in the wider community, focussing on social justice, the environment, and inclusion and care for those around us. It can only do so by working with others; both locally, across the diocese and more widely.

Music is central to our worship and the life of the Cathedral. Under the leadership of our new Director of Music we have set a vision for growth and development, a first step towards which has been to ensure parity for girls and boys in our Cathedral music. We celebrate excellence in music by our Cathedral Choir, parish choir, youth choir and junior choir, and our parish orchestra. We also enjoy our world class organ and are home to the International Organ Festival. We have a busy programme of musical events and concerts, and various voluntary choirs and music groups. We have also set a new vision for music outreach across our Diocese.

Learning is at the heart of human flourishing and core to both our history and mission. The Cathedral is a nationally renowned centre for heritage and theological learning, delivering a rich programme for schools and adults alike. We seek to offer learning experiences and opportunities to people of all ages, all levels of education, and of all traditions and faiths and none.

The ongoing renewal of the exterior areas around the Cathedral building is vital to draw people to us and to care for our built environment. The Sumpter Yard Revived project was a first major step to improve the environmental sustainability and accessibility at the east of the Cathedral. We committed to the Church of England's net zero carbon target. Our long-term masterplan is a vision for the future which further improves accessibility, cares for the environment and creation, maximises community use and enhances the setting of our beautiful building. We are developing this plan now to be launched in connection with our 150th anniversary in 2027.

The Cathedral plays an important role in growing the local economy to support visitor growth and residents' engagement with their local city. Our rich programme of events, concerts, exhibitions and special services all contribute to the delivery of this priority and the Cathedral's financial sustainability.

St Albans Cathedral is an independent charitable organisation and receives no regular direct funding from the Government. It costs over £8,000 a day to keep the Cathedral open. Our ongoing financial health is therefore dependent on the continued diversification and growth of our income. This includes income from visitors, donors, grant-making bodies, fundraising, fees, commercial trading and investments. We have a rigorous programme underway to address our structural deficit and have set a three-year plan to remedy this. This is part of our overall consideration of how we work to ensure we are a sustainable cathedral in every way.

The nature of who we are means we are very much a people-focussed organisation, and it is our people who are the driving force in keeping the stones of our historic building alive. The work of the Cathedral is sustained by over 50 staff, a number of whom are part-time, and some 500 volunteers.

Further information about the Cathedral can be found on our website: www.stalbanscathedral.org

Our vision and priorities

In 2024, after a wide consultation across our Diocese, the Cathedral set its vision and strategic priorities for 2024-2029. These are shared by our whole Cathedral community and inform our ministry together.

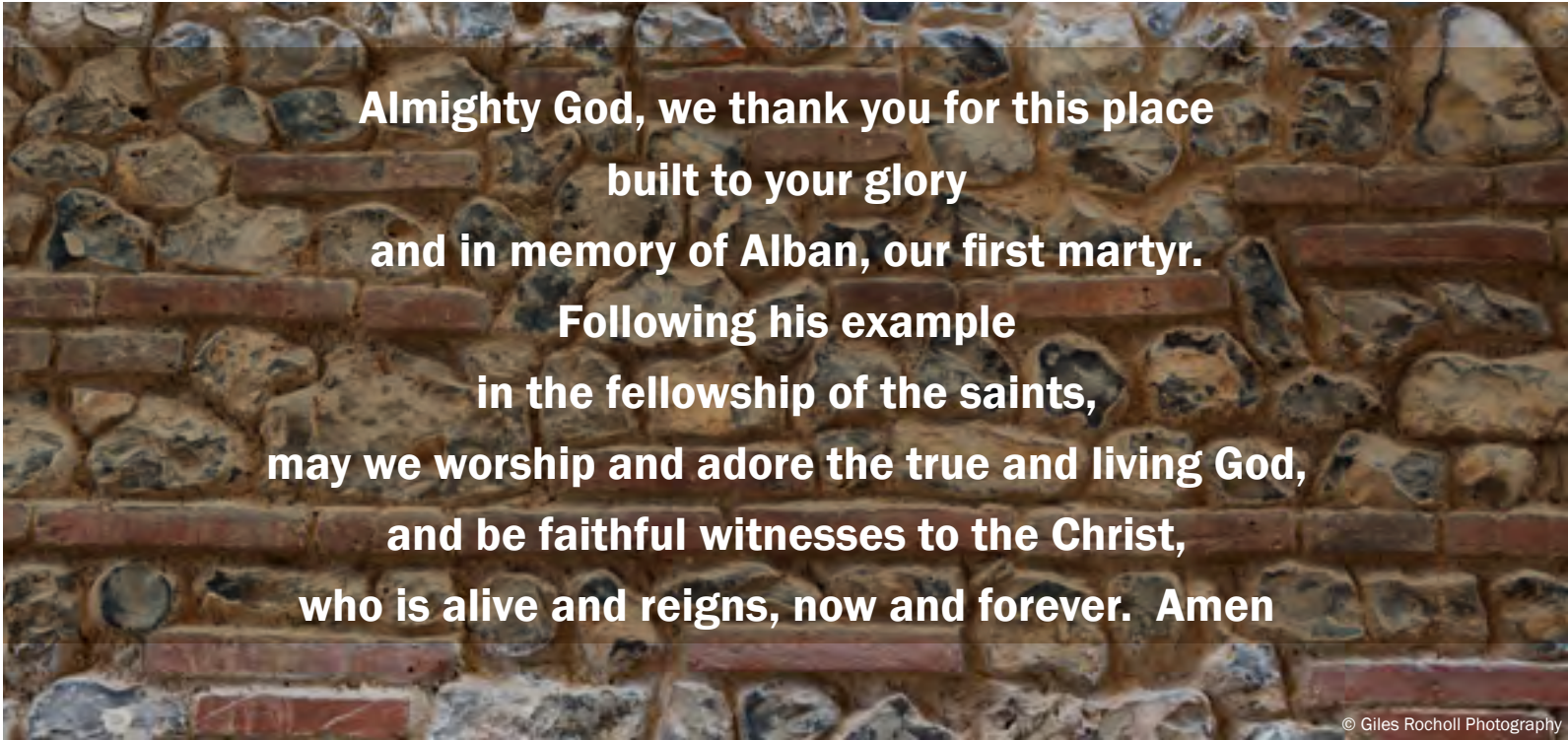
Following Christ in Alban's footsteps

Our Vision 2024-2029

St Albans Cathedral is the United Kingdom's oldest site of continuous Christian worship, inspired by Alban, Britain's first saint and martyr.

Our vision and work today is inspired by his story and the Gospel he lived and proclaimed, and so we are committed to:

Welcome & Compassion
Worship & Witness
Courage & Justice
Leadership & Service



**Almighty God, we thank you for this place
built to your glory
and in memory of Alban, our first martyr.
Following his example
in the fellowship of the saints,
may we worship and adore the true and living God,
and be faithful witnesses to the Christ,
who is alive and reigns, now and forever. Amen**

Welcome & Compassion

As Alban welcomed the stranger Amphibalus, we too will be a place of God's welcome in our community, where anyone can come as visitor or pilgrim, to worship, and to learn about and deepen their relationship with God. We will be a place of peace, comfort, safety and refuge for people of all faiths and none.

We will do this by:

- providing opportunities for connection, friendship and welcome for all ages
- recognising and growing diversity in our community including our leadership, congregation, staff and volunteers
- encouraging pilgrimage and welcoming all who come here
- being trusted custodians of our historic building

Worship & Witness

Like Alban, we will put Christ at the centre of all that we do, and worship and adore the true and living God. Like Amphibalus, with confidence we will live and share the gospel of Jesus Christ.

We will do this through:

- daily worship in shared prayer and the eucharist
- services of celebration, requiem, remembrance and healing
- being a national and international exemplar of worship, particularly through our music
- deepening and exploring our faith, growing a flourishing Christian community through worship and learning for all ages
- nurturing and growing new Christians
- helping children and young people to participate fully in worship and witness
- embracing ecumenical and interfaith partnerships.

Courage & Justice

Alban heard Christ's words and bravely acted on them in the face of adversity. We will do the same, being a beacon of Christ's message of justice for all creation. We will ally ourselves with those who are persecuted and those who face injustice throughout the world. We will be bold in our faith, standing up for justice and modelling the actions we hope others will also take.

We will do this by:

- being a centre for discussion, debate, and education, leading to common action
- speaking up and working against injustice
- committing ourselves to environmental justice and to achieving net zero carbon
- taking practical action to support those in need, including through partnering with others.

Leadership & Service

As the Cathedral and mother church for St Albans diocese, with Alban's boldness we will strive to be leaders and a resource, sharing our work, supporting and serving others, and providing inspiration as we live God's love.

We will do this by:

- being a hub of Christian learning and teaching
- being a centre of excellence for music, art and culture in worship
- being a place for public debate, using our convening power to bring the community together
- being a place of spiritual leadership for the whole community, working with people from all faiths and none
- leading by example on issues of importance such as net zero carbon and environmental justice
- supporting the ministry of our Bishop and serving the parishes, schools and chaplaincies in the diocese, including spiritual support and education.



Person specification

Essential

Work related personal qualities

- An empathy and excitement for the Cathedral's purpose, vision and priorities
- Ability to work using own initiative and be held accountable
- Ability to work cooperatively with colleagues and stakeholders of different disciplines
- Ability to coordinate and prioritise several initiatives and tasks at the same time
- Desire to make valued contributions outside of your own area of responsibility
- Ability to uphold and adhere to the requirements of the Cathedral's safeguarding policies

Knowledge and experience

- Previous experience of working in a customer facing organisation and an understanding of what excellent customer service is
- Computer literate, although training will be provided in the live streaming of services
- Presents a smart and professional appearance at all times

Skills and Abilities

- Good communication skills and the ability to deal with those you come into contact with, with sensitivity and tact
- A 'can do' and proactive attitude with a flexible approach
- Calm and collected, able to work under pressure
- Be able to undertake physical work such as moving furniture, pushing trollies, cleaning
- Have an understanding of or a willingness to learn the role of a virger and of cathedral and parish life.
- Able to work flexibly across a 7-day week including morning unlocking and evening lock up
- Ability to work closely and flexibly within a team
- Feel confident to lead the clergy or choirs into services

Desirable

- Experience of working in a church setting
- Be a practising Christian
- Experience with Livestreaming Software

Terms and conditions

- Hours of work: 35 hours per week over 5 days
- Salary: £25,000
- Annual leave: 25 days increasing to 28 days after three years' continuous service plus public bank holidays (this will be pro-rated based on your contractual hours)
- Pension: The option of joining the Cathedral's qualifying workplace pension scheme (eligible employees will be enrolled in this scheme if you meet the Government's automatic enrolment criteria). After any probationary period the Cathedral currently matches employee contributions up to a maximum of 6% of pensionable pay up to State Pension age
- Location: A beautiful Cathedral setting with the opportunity for flexible working
- Staff discount: A discount in the Cathedral shop and cafe

This is a permanent post at the Cathedral. Full Time Virgers work a 35-hour week on an agreed weekly rota including three out of four weekends. Overtime is sometimes required to cover special events.

To arrange an informal discussion about this role please email: michelle.ovenden@stalbanscathedral.org

Applicants should note that there is no accommodation offered with this position.

The recruitment process

Applicants are invited to submit an application form and covering letter to Michelle Ovenden, Head of HR, by email to michelle.ovenden@stalbanscathedral.org

The closing date for applications is Friday 21 August. Interviews will be held on Wednesday 2 September.

Invitation to interview will be based on the suitability of your qualification, experience and abilities.

We are committed to a culture of diversity, equity and inclusion and we welcome and encourage applications from a diverse range of people. We support our staff to manage their time flexibly and to enjoy a good work-life balance.

We are committed to providing a welcoming, respectful and safe environment for all and expect all staff and volunteers to share this commitment. Our appointment processes follow the Church of England's Safer Recruitment Practice Guidance.

Appointment is subject to

- Two satisfactory references
- An enhanced DBS criminal record check and completion of a confidential declaration form
- Completion of a Medical Questionnaire
- Confirmation of your right to work in the UK



Cathedral Office: 01727 890210

mail@stalbanscathedral.org

St Albans Cathedral, Sumpter Yard, St Albans, Hertfordshire AL1 1BY

Registered Charity Number 1207312