**Title:** Verger

**Salary:** £16,867

**Hours**: 24.5 hours, consisting of 3 x 7 hour shifts and 1 x 3.5 hour shift across a 7 day working week.

**Accountable to:** Operations Manager

**Based at:** Liverpool Cathedral

Job Summary:

Working as part of the team of Vergers, General Assistants & Cleaners or alone, the Verger’s role is to ensure that all services held in the Cathedral are setup as required and to assist clergy in the delivery of said services as appropriate. (see Key Duties list below for details)

General housekeeping duties ensuring that the Cathedral is presented in the best possible way. Setting up and clearing away all events or any other activities held in the Cathedral, St. James’ House and their precincts as required.

The Verger will be required to work closely with and under the instruction of the Operations Manager and at times Chapter or other members of management who may be in a supervisory role for a particular service, event or activity.

At times and if appropriate when delegated to do so by management (dependant on experience), supervise the work of a small team of casuals who come in to assist with setups and derigs of services, events & activities.

### Key Liturgical Duties:

* Setup of and clearing away of all services held in the Cathedral ensuring that the Cathedral is left neat and tidy afterwards.
* Reading of lessons & distribution of the Sacrament at Eucharistic services (with appropriate Chapter consent)
* Ceremonial and verging duties within all services as required.
* The upkeep and cleaning of all liturgical items and silverware within the Cathedral.
* Changing of all Altar Frontals in line with the Lectionary or as instructed including linen.
* Ensuring all candle prickets are kept fully stocked and stock keeping records updated.
* Notifying the Operations Manager of any stock shortages

**Concerts / Events / Meetings and activities**

* Ensuring as part of a team or alone that the logistics of an event or activity are fully met according to deadlines set.
* Ensure in the same way that everything is cleared away and stored in its assigned place on derig of an event or activity and that the Cathedral is subsequently left neat and tidy.
* Building of stages and setting up of P.A. systems as required (under appropriate instruction).
* Removal of all rubbish to the designated collection point as required.

**N.B. (Some of the above will require heavy lifting)**

**Health and Safety**

* Being vigilant ensuring that all areas of the Cathedral that are accessible to staff, visitors & contractors are maintained in a safe and secure manner and that any hazards, defects or security issues are reported to the Head Verger, H&S Manager or other member of Management
* Being aware of their own health and safety and that of others
* Following all safety procedures & wearing appropriate clothing especially in regard to safety footwear.

**The above list cannot be exhaustive & the Associate Verger will be required to undertake any other duties not specifically listed above as may be required and commensurate with their role.**

**The post holder must be in sympathy with the aims and ethos of the Church of England and to fully support the Mission and Values of Liverpool Cathedral.**

**Person Specification**

*Each of the following criteria will be assessed via:(a) application form; (i) interview*

|  |  |  |
| --- | --- | --- |
|  | **Essential requirements** | **Desirable requirements** |
| **Education** | Literate and numerate *(a/i)* | Educated to GCSE standard or above *(a/i)* |
| **Experience** | Training will be provided – no particular experience required *(a/i)* | Previous experience working within a Cathedral or Church environment *(a/i)*  Experience of working with modern Audio Systems *(a/i)*  Experience in a customer service role *(a/i)* |
| **Knowledge**  **and**  **skills** | Excellent numerical, verbal and written communication skills *(a/i)*  Ability to handle a range of diverse tasks *(a/i)*  Excellent planning and organisation skills with an ability to prioritise own workloads effectively *(a/i)*  Operational knowledge of Microsoft Office packages *(a/i)* | Knowledge of current customs and practices prevalent within the Church of England *(a/i)*  Knowledge of Health and Safety procedures *(a/i)*  First Aid training *(a/i)* |
| **Personal**  **Qualities** | Willingness to take direction *(i)*  Ability to communicate with members of the public and worshipers with tact and sensitivity *(i)*  Resilient with an ability to remain calm under pressure *(i)*  Ability to build good working relationships quickly *(i)*  A committed team player who is respectful of colleagues and can recognise the wider needs of the organisation *(i)*  Methodical, thorough and meticulous (a/i)  Have a “can do” attitude with an ability to operate with energy and to use own initiative *(i)*  A desire to learn and a willingness to take on further training/coaching *(a/i)* |  |
| **Work related circumstances** | Willingness to work outside of normal shift patterns hours when necessary including early mornings, evenings and weekends. *(a/i)*  To have an understanding of, and be in sympathy with, the Church of England *(a/i)*  **N.B. Applicants should be aware that this role involves some heavy lifting and moving of furniture *(i)*** |  |