



Dear Applicant,

Thank you for your interest in the post of Verger at Coventry Cathedral. The closing date for receipt of applications is noon on Monday 18th February 2019 and interviews will take place at our offices on Wednesday 27th February May. Shortlisted candidates will be informed by Thursday 21st February.

This letter is intended to help you complete the application form. Please read it carefully before the completion of your application form. If you have any difficulties, please contact Louise Nicholls 024 76521 247 or louise.nicholls@coventrycathedral.org.uk

The application form is your opportunity to provide all the information we need to help us understand how you meet the requirements of the job, and plays an important part in the selection process allowing us to short-list candidates for interview, and helping as a basis for the interview itself. To ensure fairness to all applicants, short listing decisions are based solely on the information you supply on your application form. Even if we already know you as current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and abilities we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

If you wish to apply by e-mail, you will need to download the form onto your computer, complete it and return it via email to louise.nicholls@coventrycathedral.org.uk or by post to **Recruitment, Coventry Cathedral, Youell House, 1 Hill Top, Coventry, CV1 5AB**. Please remember that email is not a secure form of communication.

Ensure you clearly state the full job title and type or complete your form legibly in black ink, to allow for photocopying.

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.

The 'Relevant skills & experience' section of the form is where you make your case for the job and is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - **tell us everything relevant to your application and complete all the sections on the form.**

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

Work Permits

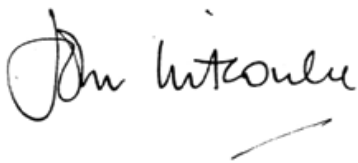
Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Short-listed applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS Checks

In line with our safeguarding policy, some employees and volunteers working in specific roles at the Cathedral will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates.

In the event of an offer of employment being made, we will take up references and reserve the right to validate all information entered on the application form.

We expect all our staff and employees to be in sympathy with our Christian values and help us to achieve the vision that we have set ourselves to work towards. A summary copy is attached for information.

A handwritten signature in black ink, appearing to read 'John Witcombe', with a horizontal line underneath.

The Very Reverend John Witcombe MA MPhil
The Dean of Coventry



Coventry Cathedral Vision & Values

Our theme:

God was in Christ reconciling the world to himself, and has entrusted to us the ministry of reconciliation. (2 Corinthians 5.18)

Our purpose:

Coventry Cathedral exists to reconcile the world to God and one another

Our vision:

*Our **vision** is of a reconciled and reconciling **Cathedral** which is open and **welcoming** to all, which serves to glorify God in our **worship**, and reaches out to the world in our ministry of **reconciliation**,*

supported by

*a sufficiently robust **resource** base that enables us to be creative in our activity, confident that we have sufficient financial and human resources to deliver our vision without compromise.*

Our invitation:

“Find hope ... share hope”

Our values:

Hospitality – of both people and ideas

Faith and Spirituality – being open to the challenge and resources of God

Art and Creativity – expressing the life of God amongst us in ways beyond words

Reconciliation – embracing and welcoming difference and diversity

Risk Taking – confidently stepping out of the familiar in the service of God

Excellence – always reaching beyond our present practice and experience



Verger

£15,099 per annum pro rata
(35 hours)

The role of Verger is crucial to the fulfilment of the Cathedral's mission and ministry. We are looking for a committed Christian to take on the important responsibilities of being a Verger in Coventry Cathedral. The right person is more important than previous experience. We need someone with a good level of fitness, who can demonstrate that they have a mature attitude, are reliable and are able to work under pressure, with minimum supervision. The Verger team works closely with the Cathedral Ministers and cooperatively with colleagues, staff and volunteers across all departments of the Cathedral.

The post will offer fixed weekly hours of 35, but as a team player, you will need to be willing to operate flexible shifts with your colleagues to provide cover on the rota. The post is subject to DBS clearance, and will include weekend and bank holiday working.

The closing date for applications is noon on Monday 18th February and interviews will take place at the Cathedral Offices on Wednesday 27th February. Shortlisted candidates will be informed by Thursday 21st February.

Job application pack available from:

Louise Nicholls
HR Dept
Coventry Cathedral
1 Hill Top
Coventry
CV1 5AB

Tel: 024 7652 1247

Email: louise.nicholls@coventrycathedral.org.uk

Or can be downloaded from the Cathedral website: www.coventrycathedral.org.uk



Job Description

Job Title: **Verger**

Hours: **35 hours a week, flexible shifts.**

Responsibilities

Vergers are broadly responsible for:

- Ensuring the security of the Cathedral buildings;
- Providing overall assistance to the ministers in the delivery of worship services;
- Providing the link between worship, building matters, and events and tourism activities.
- Representing and serving the Cathedral, presenting a warm welcome to visitors, worshippers, and assisting visiting clergy and VIP's.

Core Duties & Activities

The Assistant Verger is one of a team of 4 and will be responsible to the Head Verger on a day to day basis.

Daily duties include:-

- Assisting with the general security of the Cathedral and the associated buildings, including locking up the building and Cathedral Ruins.
- Assisting with the preparation and care of the plate, linen, and vestments before, during and after services as well as their on-going cleaning and maintenance.
- Preparing for and participating in services, providing general support and assistance to ministers before during and after services as required.
- Able and willing to lead Cathedral services which include morning and evening prayer and the Litany of Reconciliation.
- Assisting with the cleaning of the Cathedral when required.
- Emptying collection boxes and depositing cash in the safe;
- Liaising and working alongside other staff teams at all times. i.e.
 - Liaising with the Property Manager and reporting maintenance jobs to him or his team as necessary;
 - Providing assistance to the Events team as directed by the Head Verger for events occurring in the Cathedral and the Ruins. This incorporates the roles of Health and Safety Officer, First Aider and Fire Marshal as designated outside of normal working hours.
 - Liaising with Operational Services to report areas in need of cleaning.
- Providing a warm welcome to visitors and worshippers at all times.
- Assisting with the implementation of all the Cathedral's Health and Safety policies and procedures.
- Carrying out such other tasks as may reasonably be required by the Head Verger or Canon Precentor within the capacity and experience of the post holder and as may be relevant to the purpose and needs of the Cathedral, its liturgy and ministry.
- To work harmoniously with everyone, inside and outside the Cathedral community.
- Designated First Aider and Fire Marshal as directed by the Head Verger.

Key Activities and Relationships

As Verger, you will be responsible to the Head Verger, who you will meet with you each shift to direct your activities in line with the core duties as described.

Terms and Conditions

The post is offered as a permanent position subject to 3 months' probation. Training will be given. The post-holder will be based within the main Cathedral but will be required to work anywhere on the Cathedral campus.

You will be paid monthly for 35 hours average to be rota-ed in advance with additional hours for special events. Rotas are worked through on a monthly basis. Weekend and bank holiday working will be an essential part of this role. There will be a requirement to operate flexibly. There is no hourly rate enhancement for bank holiday working and overtime is not paid unless specially required by a special event.

Holiday: 27 days annually plus 8 additional days (pro-rata.) based on 35 hours per week. Bank holidays and discretionary holidays will be taken equitably across the whole team.

Disclosure and Barring checks will apply.

Current Salary: £15,099 per annum, paid monthly.



Verger

Person specification

Essential

How Identified

Knowledge	Application Form	Interview
<i>An active commitment to the Christian faith and willingness to work within the ethos of the Cathedral.</i>	Essential	
<i>An understanding of Health and Safety regulations.</i>	Desirable	
<i>An understanding of Equal Opportunities in the workplace</i>		Essential
<i>Understanding the importance of working to protect people and buildings.</i>	Essential	
Skills and Abilities:		
<i>A caring and helpful attitude when dealing with visitors and members of the community.</i>		Essential
<i>Demonstrate verbal, written and interpersonal skills, e.g. dealing with enquiries, listening, seeking clarification, and giving information both face to face and by telephone.</i>	Essential	Essential
<i>Security skills; thoroughness of locking areas and equipment away, self protection and initiative.</i>	Desirable	
<i>Attitude to taking responsibility and initiative</i>	Essential	
<i>Ability to work alone, sometimes for long periods, coupled with strong team-player skills.</i>	Essential	
<i>Ability to work flexibly, undertake multiple tasks and work under pressure</i>		Essential
<i>Ability to maintain high standards of presentation whilst paying attention to detail.</i>		Essential
<i>Ability and willingness to undertake training in the use of equipment e.g. alarm systems, two-way radios, PA and lighting systems.</i>	Essential	
<i>Mature attitude, reliability and punctuality</i>		Essential
<i>Basic IT skills, including e-mail & internet navigation and Microsoft office.</i>	Essential	

<i>A willingness to attend third party training courses, i.e. First aid, fire Marshal</i>	Essential	
<i>Smart Appearance</i>		Essential
<i>Physical fitness and a capacity for hard work.</i>	Essential	
Experience		
<i>General experience of dealing with people, handling difficult situations, working alone and as part of a team.</i>		Desirable
Education		
<i>General attainment of secondary education.</i>	Essential	

Job Applicant Privacy Notice

COVENTRY CATHEDRAL ('we' or 'us') provide this notice to make job applicants aware of our policies relating to the processing of personal data in accordance with the Data Protection Act 1998 as amended, replaced, re-enacted or consolidated from time to time (including without limitation the General Data Protection Regulation (EU) 2016/679 and any national laws which relate to the processing of personal data ('Data Protection Legislation')) references to 'Personal Data' and 'Sensitive Personal Data' within this notice shall be references to those terms as defined in Data Protection Legislation.

Personal Data

We ask for Personal Data from job applicants including C.V's and any ancillary information provided as part of your application to assist with our recruitment processes. Any Personal Data about you which is obtained by us during the application process (including any information obtained directly from you or from third parties such as your referees or as part of pre-employment checks) or as part of pre-employment checks may be retained and used by us for the purposes of considering your suitability for employment, conducting appropriate checks and as otherwise reasonably required for our legitimate interests and compliance with applicable law.

If your application is successful, and you subsequently become employed by us, the information described above will form part of your personnel file. [If we do not employ you, we may still retain for up to 6 months so that we can consider you for future roles].

Sensitive Personal Data

You may also supply us with Sensitive Personal Data including but not limited to data relating to your racial or ethnic origin, religious or similar beliefs, physical or mental health and sexual orientation by completing our equal opportunities monitoring form. This information is gathered for equality of opportunity monitoring purposes and is anonymised. The provision of such Sensitive Personal Data by you is entirely voluntary.

If we receive information regarding any medical condition, disability, or relating to your physical or mental health including information provided within return to work forms, meetings or in medical reports, we will only use this information for the purpose of providing any necessary adjustments in accordance with equality legislation, to ensure compliance with employment law, to monitor sickness absence and to inform decisions regarding your fitness for work.

Staff Privacy Policy

For further information regarding the Personal Data we collect about you, how we use it, including disclosure to third parties, how we maintain security of your information and your rights to access the information we hold about you, please see our Staff Privacy Policy which is available from the HR department.