



## **Verger Job Pack**



**September 2023**



Dear Applicant,

Thank you for your interest in applying for the post of Verger at Coventry Cathedral.

Coventry Cathedral is a living breathing space which welcomes worshippers, tourists, audiences and school children daily from near and far, either visiting or looking for place of sanctuary. With events taking place all year round and a thriving education programme, all housed in the building coined “new cathedral” built in 1962. It is also custodian of its predecessor- a 12<sup>th</sup> century building, destroyed and ruined in the Blitz during Nov 1940. The site and story has risen to international recognition, becoming a symbol and example of reconciliation.

### ***Our Vision***

*Our **vision** is of a reconciled and reconciling  
Cathedral which is open and **welcoming** to all,*

### ***Our Values***

**Hospitality** – of both people and ideas

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

**Reconciliation** – embracing and welcoming difference and diversity

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

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

**Excellence** – always reaching beyond our present practice and experience

**Community** – respecting and caring for one another

I hope you find this information useful in preparing your application.

The Very Reverend John Witcombe MA MPhil

The Dean of Coventry

### **Guidance on completing your application**

To apply for the post please send us a copy of your CV along with one A4 page telling us how you meet essential criteria set out in the Job Specification. If you have any questions or queries, please contact Alice Hayes our executive assistant on 024 7652 1227 or [alice.hayes@coventrycathedral.org.uk](mailto:alice.hayes@coventrycathedral.org.uk).

The covering letter is your opportunity to provide all the information we need to help us understand how you meet the requirements of the job, 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 CV and cover letter. Even if we already know you as current or previous employee, it is important that you complete the application process 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.**

Please e-mail, your CV and cover letter to [alice.hayes@coventrycathedral.org.uk](mailto:alice.hayes@coventrycathedral.org.uk). Please remember that email is not a secure form of communication.

Ensure you clearly state the full job title to which you are applying. Please ensure your CV lists two references. One of these should be from your current employer.

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

### **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 CV and cover letter will be retained and form the basis of your personnel record. By submitting your CV 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.



## ***Verger***

**£10,878.48 per annum + 8% non-contributory pension**  
(20 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 20, 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 **29/10/23** and anticipate interview on **2/11/23**

Please send your CV and 1 A4 page covering letter, explaining how you meet the Person specification to [alice.hayes@coventrycathedral.org.uk](mailto:alice.hayes@coventrycathedral.org.uk)



## Job Description

**Job Title:** Verger  
**Hours:** 20 Hours per week  
**Report to** Head verger  
**Salary:** £10,878.48 (actual salary for 20 hours work)  
**Holiday:** 20 days including 8% non-contribution Pension

### 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 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 small 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 them or the 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 for worship and Community 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 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 6 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.

8% Employer Pension Contribution on successful completion of probation.

You will be paid monthly for 20 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 specifically required for 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.

Enhanced DBS checks will apply.

Current Salary: £10,878.48 per annum, paid monthly.

### Person specification

<b>Knowledge</b>	<b>Criteria Essential (E) Desirable (D)</b>	<b>Identified Application Form (A) Interview (I)</b>
An active commitment to the Christian faith and willingness to work within the ethos of the Cathedral (Because of the nature and duties of the post, there is a Genuine Occupational Requirement to be communicant members of the Church of England, or another Church in communion with it.)	E	A, I
An understanding of Health and Safety regulations.	D	A, I
An understanding of Equal Opportunities in the workplace	E	A, I
Understanding the importance of working to protect people and buildings.	E	A
<b>Skills and Abilities:</b>		
A caring and helpful attitude when dealing with visitors and members of the community.	E	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.	E	I
Security skills; thoroughness of locking areas and equipment away, self protection and initiative.	D	A
Attitude to taking responsibility and initiative	E	A
Ability to work alone, sometimes for long periods, coupled with strong team-player skills.	E	A
Ability to work flexibly, undertake multiple tasks and work under pressure	E	I
Ability to maintain high standards of presentation whilst paying attention to detail.	E	I
Ability and willingness to undertake training in the use of equipment e.g. alarm systems, two-way radios, PA and lighting systems.	E	A
Willingness to be trained and confident in using online platforms for live streaming and filming equipment	E	A
Mature attitude, reliability and punctuality	E	I
Basic IT skills, including e-mail & internet navigation and Microsoft office.	E	A
A willingness to attend third party training courses, i.e. First aid, fire Marshal	E	A
Smart Appearance	E	I
<b>Experience</b>		
General experience of dealing with people, handling difficult situations, working alone and as part of a team.	D	A,I
<b>Education</b>		
General attainment of secondary education.	E	A

## **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 CV'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.