



Operations Support (Verger)



April 2022



Dear Applicant,

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

Coventry Cathedral sits at the heart of the city of Coventry, both physically, as a place of worship, pilgrimage, tourism and engagement with the arts, and in terms of the city's identity as a place of peace and reconciliation.

The cathedral embodies this identity in the ruins of the old Cathedral, bombed in 1940, and in the new Cathedral, a symbol of hope and of resurrection.

By joining our team of vergers, you would be playing a key part in the life and witness of this unique place, and its welcome to all who come through its doors.

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

In this pack you will find a job description and a person specification setting out the main duties and responsibilities of the post and the knowledge, skills and abilities we are looking for.

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.

To apply for the post please email your application stella.perry@coventrycathedral.org.uk, which can be downloaded from www.coventrycathedral.org.uk/wpsite/current-jobs/
Please remember that email is not a secure form of communication. Stella is also available to answer any queries, either via email or on 024 7652 1227

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.



Operations Support (Verger)

£9,918 per annum
(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 Verger responsibilities from providing assistance in the delivery of worship services, welcoming visitors and worshippers, opening and locking up buildings and other tasks as required.

We need someone with a mature attitude, is reliable and 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 on Wednesday 18th May and interviews will take place at our offices on Tuesday 1st and Wednesday 2nd June.

Please send an application to stella.perry@coventrycathedral.org.uk



Job Description

Job Title: Operation Support (Verger)
Hours: 20 Hours per week
Report to Head verger
Salary: £9,918

Responsibilities

- 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

- 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 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 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 specially required by a special event.

Enhanced DBS checks will apply.

Current Salary: £9,918 per annum, paid monthly.

Person specification

Knowledge	Criteria Essential (E) Desirable (D)	Identified Application Form (A) Interview (I)
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
Skills and Abilities:		
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
Experience		
General experience of dealing with people, handling difficult situations, working alone and as part of a team.	D	A,I
Education		
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 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.