

PORTSMOUTH CATHEDRAL

APPLICATION PACK

ASSISTANT VERGER AND PRECINCTS OFFICER



Portsmouth Cathedral: a beacon and safe haven,
anchored in Jesus Christ.

WELCOME FROM DEAN ANTHONY AND CANON JO

Dear Applicant,

Thank you for your interest in the position of Assistant Verger and Precincts Officer at Portsmouth Cathedral. This is an exciting as well as challenging time for the Cathedral, and the current pandemic has not prevented us from continuing to work on a renewed Vision and Strategy which was launched last September. [Cathedral Vision — Portsmouth Cathedral](#).

Underlining our commitment to grow in service to our diocese, city and beyond, while ensuring long term sustainability, we are looking for an outstanding Assistant Verger and Precincts Officer to work with colleagues and our volunteers to provide a warm and welcoming place of worship and pilgrimage. Your work will also include care for the fabric of the Cathedral and Cathedral buildings to help ensure they are used to their full potential.

Since 2019 the Cathedral has undergone a period of sustained change as we have re-built the Cathedral's staff team, and a revitalisation of its Vision and Strategy. While cathedrals are about continuity and tradition, they are also about innovation and engagement. We want to see the use of our space – the Cathedral, Cathedral House and Cathedral Green as centres for both religious and more civic activities helping us to live out more fully that call for the Cathedral to be at the heart of religious and community life.

Now as we emerge from the pandemic, we are recruiting this new 30 hour a week Assistant Verger and Precincts Officer to work with the Head Verger and Precincts Manager and current Assistant Verger and Precincts Officer. It is a small, but important team that is ably supported by the Clergy who regularly assist with the unlocking and locking up of the Cathedral and a team of the most excellent volunteers that you will find anywhere.

Vergers are at the very heart of our ability to provide a warm and safe welcome to all people – worshippers, visitors, and those attending our events. We have also started to recruit a new Visitor Experience and Volunteer Manager and an Events Manager to help to transform our efforts to find even more imaginative ways to engage potential visitors and to develop a series of thoughtful and engaging events calendared throughout the year to draw more people into the Cathedral. Your role as an Assistant Verger and Precincts Officer is crucial to the quality of the overall experience of those who come to our Cathedral and its Precincts.

We hope that the challenge and satisfaction of this, the further information contained below, and our website (www.portsmouthcathedral.org.uk) will encourage you to apply for this significant new post.

If it does, or you would like to ask any questions about the role in advance of a formal application, we very much look forward to hearing from you.

With best wishes,



The Very Reverend Dr Anthony Cane
Dean of Portsmouth



The Reverend Canon Dr Jo Spreadbury
Precentor

Application Pack Assistant Verger and Precincts Officer

INTRODUCTION TO THE ROLE

Dear Applicant,

Thank you for your interest in the role of Assistant Verger and Precincts Officer at Portsmouth Cathedral.

You would join us at an interesting time in our history as we approach the centenary of the Diocese of Portsmouth and of St Thomas's as a Cathedral in 2027.

Our new Vision and Strategy sets out ambitious plans to continue to be a focus of Christian worship in the Diocese of Portsmouth while increasing our impact as a community hub and improving our financial sustainability through commercial events and an enhanced visitor experience. We are a small, but dedicated team who are committed to both honouring our history and building on that base to be an even stronger and more vibrant cathedral for Portsmouth post Covid-19.

You will be joining a team of myself and one other full time Assistant Verger and Precincts Officer. I can honestly say that every day is different. Our role ranges from preparing the Cathedral for divine service, to resetting the Cathedral for concerts of 300-400 people and then back again. We are also the face of the Cathedral to visitors so working with our group of terrific volunteer Welcomers and Guides we ensure that everyone who comes into the Cathedral feels our warm welcome and feels it is a safe place to come to visit or worship.

As the Dean and Precentor have said, this is an exciting time to join the Portsmouth team. While we continue to focus on supporting the Ministry Team to prepare and deliver divine worship, we also equally will support the work of the new Visitor Experience and Volunteer Manager and the new Events Manager to ensure the Cathedral is open for all to visit. In our role as Precincts Officers, we also help care for the fabric of the Cathedral, Cathedral Green and buildings such as Cathedral House. It is a challenging and interesting multi-faceted role.

We are looking for a person with the skills and enthusiasm to help deliver this exciting vision. I'm looking for a new member of that team to help us to continue to transform our Vision into a reality. Come and join us.

For an informal conversation about the post, please do not hesitate to contact me on malina.green@portsmoutcathedral.org.uk



Malina Green
Head Verger and Precincts Manager

Assistant Verger and Precincts Officer

Job description

Reports to:	Head Verger and Precincts Manager
Direct Reports:	None
Indirect Reports	Internal and external partners, agencies, and suppliers
Location of Role:	Under usual circumstances, the role is primarily based at Portsmouth Cathedral, but may require some travel.
Number of hours/week:	30 hours per week contacted plus paid overtime as required
Contract:	Permanent

Job purpose

- The Assistant Verger and Precincts Officer (AVPO) has a wide range of duties which include: the careful setting up and delivery of all liturgical matters; ensuring a welcoming, clean and safe environment for all working in, visiting or using the Cathedral and Cathedral House; organising a well-supplied and well-ordered Sacristy; and close liaison with Cathedral staff as appropriate, to ensure the day-to-day smooth running of the Cathedral for all users.
- The AVPO will be responsible to help lead the day-to-day management of the Cathedral, Cathedral House and its environs.
- The AVPO will also liaise closely with the other AVPO, volunteer vergers and other volunteers to help to effectively and safely manage all activities occurring in the Cathedral, Cathedral House and its environs.

Key internal relationships

- Dean
- Canon Precentor
- Canon Chancellor and Vice Dean
- Chief Operating Officer (Chapter Clerk)
- Organist and Master of Choristers
- Sub-Organist
- Choirs and Choir matrons
- Head of Fundraising and Events
- Digital Marketing Manager
- Events Manager
- Visitor Experience and Volunteer Manager
- Office Manager and Dean's EA
- Head Guide
- Shop Manager
- Finance Officer
- Cathedral volunteers including Welcomers and Guides, and all other volunteers
- Cathedral staff

Key external relationships

- Diocesan and parishes using the Cathedral for services and/or events
- Organisations and businesses who hire Cathedral space

Qualifications/Experience

It is expected that you will have appropriate basic education qualifications and that you will have direct experience of verging or similar church support work. Commitment to the Christian faith is anticipated, and experience of worship together with an understanding of the Anglican tradition would be an advantage. Good social skills and an ability to work as part of a team and on your own initiative is expected. You will be well organised with a proven track record of verging or similar related work and have general IT and administration skills. An ability to work closely with and relate well to all Cathedral staff, clergy, congregation, volunteers, visitors and members of the general public is essential.

Accountability

The Assistant Verger and Precincts Officer is responsible to and under the direction of the Head Verger and Precincts Manager with regard to Sacristy, ceremonial and liturgical matters; and in respect of all administrative and general matters, including all aspects of Health and Safety and assisting with the care and fabric of the Cathedral and Cathedral House.

Principal Tasks (the list is not in order of priority as all aspects of this post are important)

Worship and Liturgy

- Work closely with the Head Verger and Precincts Manager to see that all services (including pre-planning, set-up, execution including live-streaming, and restoration afterwards) are carried out to the highest standards.
- Work closely with the Head Verger and Precincts Manager, Cathedral staff and volunteers regarding the smooth running of the Cathedral, its ministry, and Cathedral House.
- Contribute to the efficient and effective operation of the Cathedral and sustain its dignity and beauty as a place of worship and contribute ideas and suggestions to help further these objectives.
- Prepare prayer lists, tasks related to developing and posting the intercessions, liturgical readings and daily, weekly and seasonal service books and ensure everything is prepared for proper delivery of daily, Sunday and special services and events well in advance.
- Support the Head Verger and Precincts Manager to maintain an efficient and well-stocked Sacristy, ordering altar requisites and keeping to an agreed budget.
- Manage laundry arrangements and repair of choirs, clergy and lay robes as well as altar linen etc
- Undertake all usual ceremonial duties traditionally required of a Cathedral Verger including sound, lighting and Audio Visual/Live streaming desk and the maintenance of decorum in the Cathedral, and wearing cassock and gown when appropriate.
 - Assist in the management of the security, care and repair of the plate, vestments, frontals, linen, etc, and the provision and care of all vestments for the Cathedral's statutory and special services.

Learning and Engagement including Visitor Experience and Events

The Cathedral is in the process of recruiting two new posts, a Visitor Experience and Volunteer Manager and an Events Manager. The post of Learning (Education) Officer is also currently vacant. The list of key responsibilities in this area will therefore, become more detailed once these post holders are in place and further develop these aspects of Cathedral activities, but these will be in line with what could be reasonably expected of this post.

- Work with the Education and learning team, the Visitor Experience and Volunteer Manager and the Events Manager to ensure all internal and external events and activities are fully supported in their delivery.

Precincts' Management including Security and Health and Safety

- Work closely with the Head Verger and Precincts Manager to ensure the effective delivery of the Cathedral Health and Safety Policy.
- Help to maintain the effective security of the Cathedral and Cathedral House as appropriate. Open and close the Cathedral and Cathedral House at the appointed times when on duty. Be responsible for the proper management of all keys, key safes and any other security systems as appropriate.

Understand the fire and security alarms and other firefighting equipment and ensure their testing (alarms weekly), checking and servicing as required under the Cathedral policy and maintain appropriate records. Be a key member of the team that act as out-of-hours contact (alongside Chapter clergy) for fire and intruder alarms and other emergencies as required.

- Understand the sound and lighting control systems, and have a working knowledge of the operation of the boilers, and any other appropriate plant and equipment.
- Liaise with the appropriate clergy or lay ministers, Cathedral staff and/or external agents regarding seating plans, establishing specific set formats, and positioning of Cathedral furniture; organising and executing directly its placing and storage and reporting any damage to the Chief Operating Officer (Chapter Clerk) for both the Cathedral and Cathedral House.
- Be responsible for the cleanliness and safe environment of the Cathedral and Cathedral House as appropriate. Liaise with and direct the cleaners, and our volunteer cleaners to facilitate this.
- Work closely with the Head Verger and Precincts Manager and the Office Manager on all maintenance and minor repairs, to include daily and weekly inspections of the Cathedral and Cathedral House and to carry out and/or facilitate the repair by external contractors of repairs as required and directed by the Head Verger and Precincts Manager
- Undertake risk assessments for activities taking place in the Cathedral and Cathedral House as directed by the Head Verger and Precincts Manager, ensuring outside organisations have provided their own risk assessments where appropriate and that PAT testing of any electrical equipment brought in from outside has been undertaken.
- Work with the Head Verger and Precincts Manager to ensure evacuation procedures are kept up to date and organise drills as required.
- Be responsible for First Aid provision within the Cathedral and Cathedral House and ensure that appropriate Accident and Incident forms are completed as necessary and delivered to the Chief Operating Officer (Chapter Clerk) as required.
- Ensure that lost property is registered and that, when possible, owners are contacted to arrange its return.
- Ensure arrangements for the delivery and collection of monies that may be required or collected at events (NB The Cathedral Shop is a cashless and there are no plans to revert to it accepting cash).

- Ensure that the Cathedral clock and chimes sound correctly and liaise with Cathedral staff, Tower Captain, Steeple Keeper and clock engineers as required.

Related core responsibilities

- Work with the Head Verger and Precincts Manager to ensure effective communication within and from the department, so that colleagues are aware of their duties for each service, including liaison with other Cathedral staff, and volunteers including the Churchwardens.
- Attend planning meetings where required with those booking or using the Cathedral and Cathedral House or the better fulfilment of the responsibilities of the day-to-day management of the Cathedral and Cathedral House.

General

- Be approachable and welcoming in providing effective support and contact for volunteers, visitors and groups who use the Cathedral and Cathedral House.
- Undertake any other work, within the exigencies of the post, and as directed by the Head Verger and Precincts Manager or their delegate as appropriate for the operational efficiency of the Cathedral.
- To assist with dealing with general enquiries to the Cathedral.

Finance

Record and monitor all financial transactions as appropriate, ensuring the safe keeping of property and money as required. Specifically collect and store money from donation boxes, collections from services. This is undertaken in pairs, one of whom is normally a verger.

Supervision

You will meet regularly with the Head Verger and Precincts Manager.

Staff Meetings / Communications & Administration

You will be expected to:

- Attend Departmental, Staff and other meetings, including those with external organisations, as appropriate.
- Provide verbal and written reports to said meetings as required.
- Fill in the Cathedral Registers and carryout related and similar I duties including assisting in keeping Banns, Baptism and Burial Registers, statutory paperwork and records up to date.
- Ensure daily congregational numbers and communicants are entered in service registers and monitored for Annual Statistics for the Diocese and Church of England.
- Keep the Cathedral and Cathedral House notice boards (both physical and electronic) accurate, tidy and up to date.

Policies

Adhere to all policies and guidelines of Portsmouth Cathedral, accept the Cathedral's Rule of life, and contribute to the Cathedral's work and mission with enthusiasm and understanding.

PERSONAL SPECIFICATION

Assistant Verger and Precincts Officer

Essential Qualities

- At least one year's experience as a church or cathedral verger or in a similar role To be in sympathy with the ethos and aims of the Cathedral as a Christian organisation
- A flexible attitude and willingness to take on a range of duties including practical 'hands-on' work
- Attention to detail and an ability to assess priorities including when under pressure
- Ability to support and implement good practice
- Understanding of liturgy or willingness to learn
- Ability to be a good team player and work collaboratively with Ministry Team and Lay Staff.
- Good administrative and communication skills
- Good understanding of the importance of managing security and health and safety
- Strong IT and digital competencies
- An open and welcoming attitude to all including volunteers and members of the general public
- First Aid Qualification (or willingness to be trained upon appointment to an appropriate level)
- Willingness to learn new skills and undertake training
- Willingness to work alone
- Ability to work flexibly over seven days and evenings including public holiday periods

Desirable Qualities

- Be a communicant member of a church in communion with the Church of England
- Membership of the Church of England Guild of Vergers
- Previous experience in a liturgical capacity
- Experience of working in an environment where paid and voluntary staff work side by side
- Experience of delivering events
- Experience of responding appropriately to rough sleepers

Personal qualities:

- Excellent interpersonal skills, in particular warmth, tact, diplomacy, discretion, and imagination
- Highly collaborative
- Innovative
- Ability to lift and carry furniture, climb stairs, walk and stand unaided for significant periods of time and work at height.
- At ease when working at all levels and with the general public
- Committed to equal opportunities and inclusivity
- Committed to upholding the highest standards of safeguarding practice

TERMS AND CONDITIONS OF APPOINTMENT

- **Hours.** This is a permanent contracted post of 30 hours per week normally worked over five days on a flexible rota including weekends. Work will regularly include evenings, weekends, and public holidays to fulfil operational requirements. Wherever possible two consecutive days off per week will be allocated. Overtime will be paid for additional hours to cover externally funded events. If an internal event the payment may be time off in lieu. This may be up to 2-4 hours per week, but will vary
- **Salary.** The salary is in the range of £14,820-£18,750 for a 30-hour per week contract depending on skills and experience.
- **Pension.** Staff are eligible to join the Church Workers Pension Fund (contributory: employer 7.5%, employee 1% of gross salary).
- **Safeguarding.** The Cathedral takes the safeguarding of children and vulnerable adults very seriously, and practises Safer Recruitment for all roles (both paid and voluntary), enhanced DBS for specific roles, and face-to-face or online training as required.

The Cathedral records and manages the checks and courses taken by staff and volunteers to ensure that DBS renewals take place and training is refreshed as required by each role.

DBS Checks	Required	Renewal Required
Enhanced Disclosure and Barring Service check required	YES	YES
Safeguarding Training and Development	Required	Renewal Required
Basic Awareness – E-learning	YES	n/a
Foundation – E-learning	YES	n/a
Briefing session on children and adults	YES	n/a

- **Data Protection.** Ensuring that the Cathedral collects, stores, and deletes information in compliance with current data protection legislation and retention guidance is important to us and the sign of a healthy organisation.

Staff and volunteers in certain roles will be required to complete GDPR/DPA on-line training to help ensure the Cathedral handles all personal and contractual data entrusted to it in a proper and legal manner.

Training	Required	Renewal Required
GDPR – Core	No	n/a
GDPR - Foundation	YES	n/a
GDPR - Marketer	No	n/a
GDPR - Practitioner	No	n/a
GDPR - HR Professionals	No	n/a
GDPR – Board	No	n/a

- **First Aid Training** and other training will also be provided as required.

- **Probationary Period and Notice** The post will be subject to a three month probationary period, during which the appointment may be terminated by either party giving to the other one week's notice. Notice after the probationary period is one month by either side.
- **Holiday** The annual leave allowance is 25 days plus two 'given' days over Christmas to provide cover, and all statutory public holidays (some of which will need to be taken in lieu).
- **Appraisal** The post is subject to informal and formal procedures for review and appraisal. Training and development are discussed as part of this process.

Other general terms and conditions of employment are set out in the Staff Handbook, which is issued to all Cathedral employees on appointment. A copy will be available for inspection at interview if requested.

APPLICATION PROCESS AND INTERVIEW

For an informal discussion about this role please contact:

- The Canon Precentor
 - The Reverend Canon Dr Jo Spreadbury
 - jo.spreadbury@portsmouthcathedral.org.uk
- The Head Verger and Precincts Manager
 - Malina Green
 - malina.green@portsmouthcathedral.org.uk
- Dean's EA and Cathedral Office Manager
 - Liz Snowball
 - liz.snowball@portsmouthcathedral.org.uk
- The Chief Operating Officer
 - Richard Abraham
 - richard.abraham@portsmouthcathedral.org.uk (on leave until 1 November 2021)

For any questions regarding the application process please contact:

- Dean's EA and Cathedral Office Manager
 - Liz Snowball
 - liz.snowball@portsmouthcathedral.org.uk

Applications

To apply for the role of Assistant Verger and Precincts Officer, please send a completed application form, Recruitment Monitoring Form and covering letter to vacancies@portsmouthcathedral.org.uk.

Applications must be received by 11.00pm on Sunday, 21 November 2021. Late applications will not be accepted.

Portsmouth Cathedral is an Equal Opportunities Employer.

Interviews

Interviews will be held during the week commencing 29 November 2021. It is anticipated that interviews will be held in person at Portsmouth Cathedral, Government Covid regulations permitting.

Applicants invited to interview will be required to complete a Church of England Confidential Declaration Form in accordance with Safer Recruiting processes.