



Truro  
Cathedral  
*sacred space, common ground*

Cathedral Verger



## Our Vision, Ambition and Values

### Vision

Our vision for Truro Cathedral is to create **Sacred Space** in which the holiness of God is encountered in an open and inclusive way and **Common Ground** where issues shared by the whole of humanity can be explored.

### Ambition

Inspired by the Gospel of Jesus Christ, we work to build a welcoming, inclusive and engaging environment that, through the delivery of a diverse and inspiring programme of worship, events, educational activities and community outreach, fulfils and spiritually enriches all who experience Truro Cathedral.

### Values

#### **Love & Unity**

We care for one another with compassion and kindness and our work is embedded in a spirit of love and cooperation as we come together to succeed in our mission for the Cathedral.

#### **Dignity & Respect**

We respect others and value diversity, embracing our similarities and differences with gentleness, self-control and a willingness to learn. We welcome expressions of spirituality, respecting and valuing those with different faiths or no faith.

#### **Accountability & Integrity**

We act with honesty, openness and integrity in everything we do. We use the resources entrusted to us wisely and effectively with transparency and accountability. We demand high standards of professionalism from ourselves every day, always striving to deliver excellence in our work.

#### **Creativity & Courage**

We are bold and challenge ourselves and others to question the norm. We explore new options and take intelligent risks, confident that we do so in a supportive environment. Committed to continual development, we embrace change and nurture personal growth.

## Job Description

<b>Job Title</b>	<b>Cathedral Verger</b>
<b>Hours of Work</b>	31 hours per week
<b>Line manager</b>	Head Verger

### Overview

This role works closely to support the Head Verger as part of the Cathedral's Verger team contributing directly to its mission. This involves ensuring the worshipping life of Truro Cathedral runs smoothly, visitors receive a great sense of welcome, the Cathedral floor and other Chapter buildings are clean and well cared for, and the secular events programme is supported in a practical way.

The nature of the Verger role encompasses regular interaction with a diverse range of people and activities throughout the Cathedral. It is therefore essential that the post holder has the ability to deal with people at all levels in a friendly and helpful way. The post holder must have a flexible approach and the ability to problem solve under pressure, and work collaboratively as part of a team. All duties of this role are carried out in line with the Cathedral's Health and Safety policy, to ensure the safety of all visitors, staff and volunteers on the Cathedral floor.

### Key Duties and Responsibilities

#### Hospitality and Welcome:

- Play a full part in the welcome of all visitors into the Cathedral and the care of them while they are there, dealing with enquiries or issues efficiently and reporting incidents in First Aid or Accident books if necessary
- Take care of lost property making appropriate arrangements to reunite lost items with their owners
- Assist visiting chaplains and other volunteers on the Cathedral floor
- Be an active and visible presence in the Cathedral and surroundings and regularly patrol the building

#### Care of the Cathedral:

- Act as key holder having delegated responsibility for the security of the Cathedral premises including precincts & offices, unlocking and locking up the Cathedral in the morning and evening. (This will be a lone working responsibility). Be fully aware of correct procedures relating to locks and alarm systems.
- Take pride in the appearance, cleanliness and good order of the Cathedral and the other chapter buildings and undertake regular cleaning duties in the



Cathedral to maintain high standards throughout being proactive in responding to all matters of general maintenance.

- Undertake minor repairs and maintenance within the Cathedral, precincts and other Chapter buildings including regular clearance of gutters and drains and operation of the Cathedral's boiler and plant room
- Be aware of the requirements for the use and safe storage of electrical equipment.
- Follow correct health & safety practices and Cathedral procedures
- Assist with regular tests of the emergency fire detection system and evacuation procedures.
- To be on call out of hours in accordance with a published rota. Applicants must be able to reach the Cathedral within ten minutes to attend to emergencies.

**Cathedral Preparation:**

- Prepare the Cathedral for services and participate in accordance with the Cathedral's traditions, undertaking ceremonial duties traditionally required of a Cathedral Verger
- Carry out agreed arrangements for worship and secular events in liaison with worship and events administration, stewards and other volunteers including attendance at concerts, exhibitions or similar functions in the evening or at other times as required according to the duty rota assisting with practical arrangements for staging and seating requirements.
- Operate computerised sound, lighting and CCTV systems for all events or assist relevant teams to do this when required.
- Liaise with the cash counting team with regard to cash handling according to the Cathedral Chapter financial procedures

**Worship:**

- Apply care and attention to maintain the dignity of the Cathedral as a place of worship
- Take part in the routine care of hymnbooks, vessels, linen, laundry, altars, vestments, plate & valuables
- Assist with the keeping of statutory registers for all services and pastoral offices



### **Management and Administration:**

- Take on administrative and other responsibilities as and when requested by the floor manager or when otherwise required.

### **General**

1. Attend and participate in training courses as directed.
2. Maintain confidentiality at all times.
3. Take a positive and active part in the Cathedral's annual appraisal/review system.
4. Adhere to Truro Cathedral's policies and procedures.
5. Other duties as are necessary for the smooth running of the business.
6. This job description will be subject to regular review and amended to meet the changing needs of the Cathedral

# Person Specification

## Cathedral Verger

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Job Knowledge and Experience</b>	A commitment to the traditions of prayer and worship that underpin Cathedral Life	Knowledge of Church of England and its liturgical texts, services, seasons and festivals
	Personable and sociable with good communication skills and experience of providing excellent customer service	Experience of working with volunteers
	Reliable and willing to work effectively within a team and on own initiative	Knowledge and experience of carrying out risk assessments
	Experience of working in a caretaking capacity or similar	
<b>Job Skills and Competencies</b>	A flexible approach with a willingness to take on a range of duties including practical 'hands on' work	
	Ability to problem solve under pressure	
	Ability to work with own initiative, whilst also being an effective team member	
	IT literate with a working knowledge of Microsoft Word, Excel and Outlook	
	The ability to perform tasks accurately with attention to detail	
<b>Education and Qualifications</b>	Educated to GCSE level or equivalent	Qualified First Aider
	Prepared to train as a First Aider, and hold relevant health and safety and security qualifications	
<b>Personal Attributes</b>	A willingness to uphold and work within Truro Cathedral's Values	
	High standard of integrity and reliability	
	Ability to keep calm and controlled under pressure	

	High level of fitness due to the physical aspects of the role	
	Flexible attitude to working hours. The role includes working weekends, Bank Holidays, and evenings to support the Cathedral's weekly opening times and programme of events.	

## Terms & Conditions

<b>Job Title</b>	<b>Cathedral Verger</b>
<b>Contract</b>	Permanent
<b>Salary</b>	£16,926 per annum
<b>Hours of Work</b>	31hrs as per weekly rota
<b>Holiday</b>	Pro rata
<b>Line Manager</b>	Head Verger
<b>Place of Work</b>	Truro Cathedral
<b>Probation</b>	This post will be subject to a one-month probationary period, during which time, either party may give one weeks written notice
<b>Pension</b>	You will automatically be enrolled onto the government's Nest pension scheme but can opt out if you wish. After successful completion of six-month probation period staff are eligible to join the Church Workers Pension Scheme (contributory employer 6%, employee 3%)
<b>Health &amp; Safety</b>	All staff are required to follow the policies and procedures set out in the employee handbook
<b>Equal Opportunities</b>	Truro Cathedral operates under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs or cultural heritage. This applies in all we do, including our campaigns and employment practices, membership of committees, all stages of recruitment or selection processes, working practices, conditions of work, and allocation of resources
<b>Safeguarding</b>	Truro Cathedral's safeguarding policy provides a framework to promote the welfare and protection of children and vulnerable adults. It is available at <a href="http://www.trurocathedral.org.uk">www.trurocathedral.org.uk</a> or in the company documents area of BreatheHR. Training: The postholder will be expected to attend safeguarding training to Basic Awareness (C0) level. This will be arranged by the cathedral once in post