



# NEWCASTLE CATHEDRAL

## HEAD VERGER



**Funding raised by  
The National Lottery**  
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## Our Cathedral

St Nicholas is the Cathedral for the Church of England Diocese of Newcastle, which stretches from the River Tyne to the River Tweed. Christian prayer and worship are offered here daily, just as they have been on this site for over 900 years.

Together with the Castle and the Bigg Market, the Cathedral (formerly the parish church of St Nicholas) forms the medieval hub of this vibrant city. The building contains a wealth of historical information and civic stories in the memorial stones on the walls and on the floor. It houses one of the largest collection of ledger stones in England and holds a fabulous collection of regimental flags, testament to the church's important role as a home for remembrance and commemoration.

As the seat of the Bishop of Newcastle, the Cathedral works very closely with Diocesan colleagues to develop and shape the Bishop's message in the city, aiming to create a focal point for worship, mission and pastoral ministry. Our building is the focus for great Diocesan celebrations and civic services, as well as a place of quiet serenity set amid the busyness of a vibrant city. It is the spiritual home of a caring, worshipping community.

The Cathedral is currently in the Development Stage of the *Common Ground in Sacred Space* project which aims to make fundamental physical changes to the building and its landscape in order to embrace a future which opens up the space to more worshippers, helps us engage more widely with local communities, creates a heritage destination the city is proud of and enables a wide variety of commercial events to take place.

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**Responsible to** : Director of Operations

**Responsible for** : Assistant Verger, Vestry Assistant, Relief Verger, Volunteer Vergers

**Key relationships** : The Dean and Residentiary Canons

### Job Purpose

To lead the Verging Team in the daily running of the Cathedral ensuring the highest standards are met for services, events, presentation and welcome.

This is a complex, demanding and rewarding role which requires flexibility and initiative. The key tasks as set out in the job description are representative of the broad nature of the role and are not the sum total of tasks. The post-holder will be expected to recognise this and respond to the challenge of a varied role which will grow and evolve as the Cathedral develops. They will lead by example, creating and overseeing a committed and hard-working team.

### KEY RESPONSIBILITIES

#### Liturgical, Ceremonial and Similar Duties

- To ensure the Cathedral is prepared for all services and related event (including weddings, funerals, civic events and special services).
- To have a liturgical role in and support the clergy with Sunday and mid-week services.
- Be responsible for the procurement of all liturgical materials relating to services.

- Be responsible for sound and light systems in the Cathedral and ensure they are in good working order, regularly tested and that the verging team are trained on how to use them and maintain them.
- To be Head Verger at services in the Cathedral and to manage the other vergers as part of these occasions.
- To verge ceremonial occasions, processions and services.
- To ensure that cassock and gown are worn and that the verging team are likewise presented to the highest standard.
- To manage the set-up for services (including furniture and liturgical materials).
- To liaise with the Canon for Music and Liturgy to ensure that all seasonal liturgical requirements are met in a timely manner.
- To manage the procurement and storage of cleaning supplies and all materials needed for the presentation of services.
- To lead Morning and Evening Prayer when required.
- To ensure all liturgical furniture, plate, ornaments and vestments are maintained in the highest order.

### **Special Services**

- Play a key role in the logistical management of special services (such as the Installation of Canons, Ordinations, civic ceremonies etc), liaising with appropriate staff across the Cathedral to ensure these occasions are planned and delivered as befits the high standards of the Cathedral.
- Brief all stewards and volunteers for these events, particularly in relation to logistical operations and health and safety considerations.

### **Health and Safety**

- Be responsible for ensuring that the Cathedral is kept in a safe order and that any hazards are reported to the Director of Operations.
- Be responsible for extremely high standards of fire awareness across the verging team (including working practices and reporting methods); arrange appropriate training for the verging team.
- Be willing to undertake relevant training relating to fire and first aid awareness.
- Be the primary first aider for services and events (including reporting).
- Review the fire audit annually with the Cathedral Architect and Director of Operations.
- Ensure all first aid equipment is maintained and stored in accordance with best practice.

### **Maintenance**

- Oversee all systems in the Cathedral including but not limited to heating, lighting, fire and security, taking responsibility for all maintenance checks and management of external contracts.
- To ensure all records are kept in good order and are accessible to Cathedral management, Architect and relevant external bodies (such as Tyne and Wear Fire Service).
- To participate fully in the annual fire inspection and action any recommendations.
- With the Cathedral Architect and Director of Operations, ensure that a full maintenance programme is put into place and is reviewed regularly (minimum annually, ideally quarterly).
- Ensure the Cathedral is clean and presented to high standards at all times; to ensure there is a robust and sensible cleaning regime in place for team members to carry out.
- Be responsible for the supervision of all on-site contractors (note : the post-holder will not be expected to supervise main contractors procured through the *Common*

*Ground in Sacred Space* project but will be expected to liaise with the Site Manager and Project Architect/Director of Operations to ensure safe working practices for staff and visitors).

- To ensure the Cathedral is presented to the highest possible standards at all times.
- Undertake basic maintenance in Cathedral House (offices).
- Undertake weekly fire checks in Cathedral House.

### **Welcome, Hospitality and Presentation**

- Ensure all visitors and volunteers are treated in a friendly, tactful and helpful manner.
- To ensure the vergers team understands the very high standard expected of them, particularly in relation to personal presentation and visitor welcome (including those with specific pastoral needs).
- Ensure that the Cathedral looks clean, tidy and extremely well-presented at all times; lead by example in this and ensure that the rest of the team follow good practice.

### **Events logistics**

- Working across the Cathedral, ensure that the Cathedral is set-up for large events (liaising with external contractors including audio-visual, staging etc) and that relevant H&S practices are followed; to alert the Director of Operations to any issues which need addressing, particularly relating to the care of the fabric, liturgical furniture and presentation.
- Together with the Director of Operations, carry out detailed planning of the staff rota to ensure adequate cover for events.

### **Security**

- Ensure the Cathedral is staffed during all opening hours.
- Oversee the operation and maintenance of all security systems in the Cathedral including liaising with maintenance contractors and keeping relevant records.
- Regularly review all processes relating to security (such as key holders, access arrangements for different departments and out-of-hours security processes).
- Together with the Finance Manager, oversee all money-handling and collections procedures.
- Together with the Director of Operations, regularly review security procedures relating to specific events or initiatives.
- Together with the Director of Operations and Senior Clergy, ensure that both the Cathedral and Cathedral House is secured and monitored during out-of-hours.

### **Communication and Administration**

- Hold regular team meetings to ensure team cohesion and management of tasks.
- Compile monthly statistics report for annual returns to the Church of England central office.
- Hold regular meetings with the Director of Operations to ensure constant communication about issues arising and to review work plan of whole team.
- Compilation of staff rota to ensure cover for all hours the building is open and to ensure all events and services are staffed.
- To work with the team to ensure holidays are planned in a collegiate manner.
- To ensure all records relating to hours worked and holidays for the team are recorded accurately and transparently.
- To keep the vestry and sacristy in good order.

## PERSON SPECIFICATION

We are looking for a special person who will care for the Cathedral, who will work together with a wide range of colleagues and stakeholders to create the best future possible for the Cathedral and who will inspire a small team to do likewise.

REQUIREMENTS	ESSENTIAL (E) or DESIRABLE (D)	MEASURED BY : A – Application Form I – Interview R – References
<b>Qualifications</b>		
A level or equivalent	D	A
IOSH/NEBOSH qualification	D	A
First Aid qualification	D	A
<b>Skills</b>		
Demonstrable ability to inspire and lead	E	A/I/R
Able to use Microsoft Office software	E	A
Proven ability to plan staff rotas	E	A/I
Motivational skills; able to lead by example and interpret and communicate operational activity	E	A/I/R
Practical skills in maintenance	D	A/I
<b>Knowledge</b>		
Demonstrate a working knowledge of Anglican liturgical worship	E	A/I/R
Understanding of financial management	D	A/I
Understanding of safeguarding issues	E	A/I
Understanding of Health and Safety policies and procedures	E	A/I
Understanding of the heritage of the north-east and the Cathedrals role in this area	D	I
<b>Experience</b>		
Minimum of 5 years experience in a verging role in a like, or similar, environment	E	A/I/R
Experience of managing and mentoring people	E	A/I/R
Experience of facilities	E	A/I/R

management		
Experience of working with volunteers	D	A/I/R
Experience of overseeing on-site contractors	D	A/I/R
<b>Attitude</b>		
Integrity	E	A/I/R
Highly diplomatic; able to deal with colleagues, stakeholders and visitors in a calm, courteous manner	E	A/I/R
Committed to achieving standards of excellence	E	A/I/R
Self-motivated	E	A/I/R
Confident making considered decisions which are well-thought through	E	A/I/R
Warm personality and a can-do attitude	E	A/I/R
An adaptable team-player able to work flexibly and positively with others	E	A/I/R
A positive approach to problem-solving	E	A/I/R

## TERMS OF EMPLOYMENT

### Contract

The post is offered as a permanent contract on an annualised basis of 2,080 hours per year including 264 hours for annual leave and statutory holidays (therefore 1,816 working hours per year). The post will be subject to a six month probationary period.

### Working hours

The Cathedral is open between 7.30am and 6.30pm Sunday to Friday (8am – 4pm Saturdays). The post-holder will be expected to manage their working hours to encompass both core open hours and evening work; this will vary according to events and services and the post-holder will be expected to be flexible and to manage their hours in accordance with other team members' allocations.

### Salary

£21,000 per annum. No overtime is paid but there is a Time Off In Lieu arrangements for extra hours worked. However, the post-holder is expected to manage his/her hours together with other team members to ensure the necessary cover.

### Accommodation

The post requires the post holder to live in 14 St Nicholas Churchyard for the better performance of his/her duties. The accommodation is rent-free and the post-holder is expected to pay for utilities and Council Tax.

### Pension

If eligible, the Cathedral will enrol the post-holder into the NEST Pension Scheme, in accordance with pension law. An employee's minimum contribution is currently 3% (2018/19); this will increase to 5% in 2019/20. Staff can contribute as much as you wish, but the Cathedral will only match contributions up to 4%. The contributions are based on basic salary. Staff have the right to opt out of the scheme if they do not wish to be a member. Whilst participating in the scheme, however, the post-holder agrees to pension contributions being deducted from their salary. If the post-holder ceases to be a member of the scheme for any reason, the Cathedral will re-enrol him/her automatically into a pension scheme as and when required by law.

### Place of work

The place of work is Newcastle Cathedral (encompassing the Cathedral itself as well as Cathedral House offices; the Head Verger will usually be based in the Vestry in the Cathedral). The post-holder will be expected to be on-site during working hours and some overnight on-call duty cover.

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There is a Genuine Occupational Requirement (GOR) that the Head Verger will be a communicant member of the Church of England or a church in communion with it.

Newcastle Cathedral is committed to safeguarding and promoting the wellbeing of all staff and visitors; we expect all our staff and volunteers to share this commitment. An offer of employment is made subject to a satisfactory Enhanced DBS check and a confidential safeguarding declaration. If the post-holder does not already have first aid/Health and Safety qualifications they will be required to undertake these within the first six months (paid for by the Cathedral).

Please note : Travel expenses will be reimbursed to the successful candidate only.  
References will usually be taken up prior to interview .

Closing date for receipt of applications : **5pm, Wednesday 21<sup>st</sup> March 2018**

Shortlisting : **Monday 26<sup>th</sup> March 2018**

Interview date : **Wednesday 18<sup>th</sup> April 2018**

Candidates invited for interview will be asked to undertake a practical assessment as well as interview. They will be able to meet Cathedral staff and volunteers informally as well as to view the Head Verger's house.

For an initial confidential discussion about the role please email the Acting Dean, Geoff Miller : [g.miller@newcastle.anglican.org](mailto:g.miller@newcastle.anglican.org)

Completed applications should be emailed to : [office@stnicholascathedral.co.uk](mailto:office@stnicholascathedral.co.uk)