

SOUTHWARK

◆ CATHEDRAL ◆

Part-time Verger

Information Pack

Closing date: **23rd January 2022**

Interviews will take place on: **2nd February 2022**



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December 2021

Dear Applicant

I am pleased that you are interested in the post of Events Verger at our wonderful Cathedral, where we aim to serve the people of our parish and the diocese, to be a centre of teaching, of worship, prayer and pilgrimage and to offer an open and inclusive welcome to all who come here.

This is an opportunity to join our team of vergers, who have an important role in upholding the dignity of worship in the Cathedral, caring for its security and welcoming all who enter it. We play an important part in ensuring the proper functioning of the Cathedral as a place of worship and for the many other roles and activities which it serves.

It's a rewarding role, and this information pack provides an outline of the job, the skills and experience that we are looking for, plus some further background to the post and about Southwark Cathedral.

The role is for five shifts on a rota covering all days of the week. In your supporting statement, please indicate the shifts that you are able to commit to. To apply for this role, please visit <http://pathways.churchofengland.org> and search on Southwark Cathedral.

For an informal discussion about this post, please contact me, Paul Timms, Head Verger via email - paul.timms@southwark.anglican.org

The closing date is 23rd January 2022. Interviews for shortlisted applicants will take place on 2nd February 2022.

We look forward to hearing from you.

Paul Timms
Head Verger
Southwark Cathedral

The Cathedral and Collegiate Church of St Saviour and St Mary Overie, Southwark

Brief History

A church has stood on the site of Southwark Cathedral for over 1,000 years. Said to have been founded by St Swithun, it later became an Augustinian Priory under the Normans. It had the distinction of being the first 'gothic' church to be built in London and much of that early work can still be seen in the choir and retro-choir of the present church. Following the Reformation, the church was neglected but was revitalised during the nineteenth century when the nave was rebuilt. In recent years it has been beautifully restored and enhanced. It became the Cathedral of the newly formed Southwark Diocese in 1905. Many famous names have been linked with the church - St. Thomas a Becket, Geoffrey Chaucer and his friend John Gower, Bishop Lancelot Andrewes, William Shakespeare and his brother Edmund, John Harvard, founder of the American University, and Charles Dickens.

Present Situation

The Cathedral is situated on the south bank of the Thames adjacent to London Bridge in a largely business area. It is also a Parish Church. Only a small number of people are actually resident in the parish which comprises large commercial offices, two hospitals, the Cathedral Primary School and the Borough Market. The local area has undergone tremendous change with the opening of the Globe Theatre, the Tate Modern, the Millennium Footbridge and the Jubilee Line extension station at London Bridge as well as numerous other redevelopments including The Shard and re-developed London Bridge station. The normal Sunday morning congregation is eclectic with the many visitors from all over the world. Sunday Evensong is Choral in the Anglican Tradition.

The Cathedral Parish

The Cathedral is the parish church to the surrounding area comprising the Borough Market, offices and some residential accommodation, and encompasses the area between the River Thames and Union Street and from the edge of the Tate Modern site to Hay's Galleria. The Cathedral is actively involved in the community through provision of pastoral care and in assisting the community to respond to and benefit from its changing environment.

The Cathedral has a large and diverse congregation some of whom live in the parish but many more travel from all over London and some from the Home Counties to worship here. The electoral roll stands at more than 600 and has a large representation in the 30-50 age range. Attendance at the four Sunday services stands at an average of 600 each week with nearly 400 attending the main 11.00am Choral Eucharist.

Staffing

The Cathedral is staffed by a clergy team comprising the Dean, five Residentiary Canons and the Succentor. The Dean and two canons are full time at the Cathedral while three Canons have diocesan responsibilities. There is also a lay staff of 25 organised into Liturgy, Administration, Visitor Services, Works Department and Education teams.

A Working Cathedral

Apart from the normal round of daily services, and deanery and diocesan services, the Cathedral is in demand for special services and events of many kinds including consecrations, memorials, celebrations, school and college services, and presentation and degree ceremonies. It regularly hosts conferences, seminars and exhibitions. There are regular organ recitals and concerts.

Musical Tradition

The Cathedral has a fine musical and liturgical tradition. The Director of Music and the Director of the Girls Choir are responsible for the choirs, one comprising professional lay clerks and twenty-two boys who are drawn from local day schools which sings on Sundays, Tuesdays and Fridays, and a girls choir which sings on Mondays and Thursdays. Both choirs have appeared on live broadcasts on BBC Radio 3, have produced a number of recordings and undertaken successful foreign tours in Europe. The Merbecke Choir which draws its membership from former choristers also sings regularly in the Cathedral.

Partnership Links

The Cathedral has a number of partnership links with continental Cathedrals of different traditions and in different countries. There is a link with the Roman Catholic Cathedral of Rouen and also with the Lutheran Cathedral in Bergen. The Cathedral is also linked formally with the Diocese of Masvingo in Zimbabwe.

Cathedral Education Centre

A full programme of activities for school children is run from the Education Centre. These activities are designed to tie in with the National Curriculum and to enable the children to learn from experience. During the children's visits their time is split between the Cathedral and the Education Centre. In excess of 8,000 children per year visit the Cathedral in this way.

The Millennium Buildings

The Cathedral's Millennium Buildings were opened by Nelson Mandela in 2001. The facilities include a refectory, Cathedral Shop and six conference rooms. These buildings provide many of the facilities used by the Cathedral's trading subsidiary, Southwark Cathedral Enterprises Ltd, whose profits provide a critical element in the funding of the Cathedral's work and mission.

Visitor Services

Visitor Services (Welcomers, Cathedral Guides, shop and refectory staff and the vergers team) play an important role in the life of the Cathedral; the welcome extended to visitors is an expression of the Cathedral's purpose as a place of prayer and Christian worship, and the revenue earned helps maintain the Cathedral. The Cathedral currently needs to generate in excess of £2 million each year to meet its running costs as the Cathedral Church of the Diocese of Southwark.

The Vergers

The Vergers play an important part in ensuring the proper functioning of the Cathedral as a place of worship and for the many other roles and activities which it serves. Working to the Head Verger, responsibilities include participation in the Cathedral Services, security and Health and Safety matters, involvement in setting up of furniture and equipment for special events and restoration afterwards, and the maintenance of good order within the Cathedral in the context of a ministry of welcome.

The Works Team

The Works team's responsibilities include care and maintenance of the Cathedral church, Millennium Buildings and our residential properties which provide housing for some of our clergy, musicians and vergers. They also play a key part in making sure the Cathedral site is a safe environment for our visitors and that the facilities that support our ministry and mission are kept in good working order.

JOB DESCRIPTION

Job Title:	Verger (part-time)
Salary:	£17,102, (£23,943 pro rata).
Hours of work:	25 hours per week spread over five days based on five 5-hour shifts normally between 15:00 and 23:00. The postholder will need to work additional hours at busy times for which overtime will be payable.

Overview

This Cathedral Statutes require the appointment of a team of vergers to uphold the dignity of worship in the Cathedral, to care for its security and to welcome all who enter it. The Vergers play an important part in ensuring the proper functioning of the Cathedral as a place of worship and for the many other roles and activities which it serves.

Context

The duties of the verging team are wide ranging. They include participation in the daily round of regular services and special services and their preparation; acting as site supervisor and point of contact for the many concerts and special events that take place throughout the year; contributing to the management of a safe and welcoming environment for all; and looking after the security of the site including daily locking-up routines.

This new post has been introduced to assist the existing team of four vergers to cope with an expanding workload, especially through the increasing popularity of Southwark Cathedral as a venue for concerts and special events, many of which take place in the evenings. The postholder will spend a significant part of their working week helping to ensure these events, some of which are complex and run on a tight schedule to fit in with Cathedral services, run smoothly while providing a professional standard of welcome and assistance to event organisers.

The part-time verger post sits within the Vergers' team and reports to the Head Verger (or his nominated deputy in his absence). The department is under the care and management of the Canon Precentor. The team also comprises a Head Verger, a Deputy Head Verger and two further full-time vergers.

The post-holder will be expected to work closely with a number of other staff and volunteers as necessary.

Principal Tasks

Care of the Cathedral and its precincts

- Responsibility, when on duty, for the closing and locking-up at night, of the Cathedral and precincts.
- Sharing, with the other members of the verging team, the responsibility for internal maintenance and running of the Cathedral and precincts.
- Specialist duties including care and operation of the sound system and equipment; the care and operation of cleaning equipment; the operation of the heating system; and care and operation of the security and alarm systems.

Concerts and events

- Help with setting up and removal of all contents and furniture as necessary for concerts, events and services (including staging), and for their restoration afterwards.
- Acting as site supervisor during events and as point of contact for event organisers prior to, and during the events. Many of these events take place in the evenings and involve resetting the Cathedral after the event has finished, ready for the next day's Morning Services.

Ministry of Welcome

- Provide a welcome to visitors as and when required, making sure that all visitors are received in a friendly, tactful and helpful manner. When it is necessary to be firm, this should be without giving offence.
- Support the work of the volunteer staff including Welcomers and Day Chaplains when required.

Security

- Keep a vigilant eye on the Cathedral and its precincts with regard to security, making regular checks on the buildings and helping to maintain a visible staff presence across the site.
- Ensure all valuables and money are looked after according to agreed instructions including regular emptying of alms boxes and votive candle offerings, handling collection money and its safe storage when required.
- Assist in the maintenance of good order throughout the Cathedral and its precincts and ensure that decorum is maintained within the Cathedral at all times.

Health & Safety

- Ensure that all areas of the Cathedral and its precincts which are accessible to staff, visitors and contractors are maintained in a safe manner and that any hazards or defects are reported to the Head Verger.
- Knowledge of the positions of all fire fighting equipment and their safe and appropriate use in an emergency
- Knowledge of emergency procedures including building evacuation and contact routines.

General

- Attend weekly vergers' team meetings when on duty
- Communicate all messages, and report all defects, security breaches, incidents and accidents to the appropriate authority so that action can be taken.
- Perform such other duties as are reasonably required by the Head Verger, or his deputy, when necessary.

PERSON SPECIFICATION

Essential

- A good team player with the ability to relate equally well to paid and voluntary staff
- Displaying an understanding of worship and an appreciation of the importance of dignity
- A friendly and welcoming personality able to offer a warm welcome to all who visit or use the Cathedral for worship, for concerts and events or as tourists - even at the end of a long shift
- Enthusiastic, energetic and practical
- Able to work under pressure
- Competent in the use of basic Microsoft Office applications and email
- Good communication skills, both written and oral
- Able to reach all areas of the Cathedral Church and associated buildings without mechanical assistance, carry heavy loads and do such physical work as is required, including working at height
- Able to demonstrate sympathy with the aims and objectives of Southwark Cathedral
- Flexible and willing to work overtime and shift-work when required
- A clear basic DBS check will be required for this role

Desirable

- Previous experience in a similar position within a Church or Cathedral, paid or voluntary
- Awareness of the terminology and language of the Anglican Church
- A communicant member of the Anglican Church (or a church in communion with the Anglican Church)

SUMMARY TERMS AND CONDITIONS

This post is open to communicant members of the Anglican Church (or a church in communion with the Anglican Church). The Cathedral Chapter encourages equal opportunities.

The person appointed will be employed by Southwark Cathedral Chapter at its offices in Montague Close, London SE1 9DA.

- 1 **Salary:** £17,102, (£23,943 pro rata).
- 2 **Hours:** 25 hours per week spread over five days based on five 5-hour shifts (including lunch breaks) normally between 15:00 and 23:00. Overtime will be paid in respect of hours worked as required in excess of normal hours.
- 4 **Holidays:** 34 days including statutory bank holidays and an extra day at Christmas.
- 5 **Pension:** The person appointed will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund. The Cathedral will contribute half of the annual premium of 10% of salary.
- 6 **Probationary period:** 26 weeks
- 7 **Season ticket loan:** Once the probationary period has been completed satisfactorily, the person appointed will be eligible to take out a season ticket loan whereby the Cathedral will issue a cheque for the purchase of an annual season ticket and deduct the cost in equal monthly instalments from the salary for the remainder of the contract.
- 8 **Notice period:** During the probationary period, the notice period is one week on either side. After that the notice period will be one month on either side.
- 9 **Safeguarding:** This post is subject to an enhanced Disclosure and Barring Service check.

