

# BRADFORD CATHEDRAL

**Senior Facilities Assistant  
(Verger team)**



 THE CHURCH  
OF ENGLAND

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Diocese of Leeds

## Introduction

Bradford Cathedral stands on a site that has been a place of Christian worship for over 1,400 years. As well as continuing to be a place of prayer and worship in the heart of Bradford city centre, the Cathedral also attracts many visitors who come to explore the history of this ancient building, or to enjoy our vibrant programme of special events, including; exhibitions, music recitals and concerts, special talks, theatre, film and dance. The Cathedral is a busy and exciting place to work and you will be joining us at an exciting time in our development.

## Role Overview

Following the appointment of The Very Revd Andy Bowerman as the Dean of Bradford, the Cathedral is now in the process of delivering its new forward strategy, and looking ahead to 2025 when Bradford will be the UK City of Culture. The Senior Facilities Assistant will work closely with the Head Verger to provide leadership and direction to a small but busy team engaging with our visitors, and ensuring that the Cathedral building and precinct is properly cared for and presented – for worshippers attending services; for visitors coming to concerts, events, exhibitions or meetings; for those who come to pray or find a quiet place of sanctuary; and for the many people who come to explore the fascinating history of the Cathedral. The Senior Facilities Assistant will also play an important role in helping maintain the Cathedral building, security, and health and safety.

If you enjoy a challenge, working in a unique environment, and are looking for a busy but rewarding role in a dynamic, friendly organisation this post offers a great opportunity.



## Key Responsibilities

- Be responsible to the Head Verger and take a leading role in supervising the verger team, including volunteers, to ensure the smooth operation of the Cathedral building at all times.
- Work with the Head Verger, to ensure a warm welcome is given to all visitors to the Cathedral; including those attending services of worship, events, other activities or meetings.
- Assist with the regular weekly cleaning schedule of all areas of the Cathedral and precinct – including non-public areas – to ensure that the highest possible standards are maintained.
- Assist with the identification of maintenance and repair needs in the Cathedral and precinct, undertake everyday maintenance checks and tasks and work with the Head Verger to ensure that the Cathedral's maintenance plan is monitored and that tasks are completed in an appropriate and timely fashion.
- Undertake duties to ensure that the Cathedral precinct and grounds are well maintained and kept clean and tidy.
- Assist with the maintenance of security and health and safety measures within the Cathedral and precinct, and, as required, respond to emergency situations, liaising with senior staff and the emergency services.
- Assist with the proper and economic operation of the lighting and sound systems for services, events and every day requirements.
- Assist with the proper operation of intruder and fire detection alarm systems.
- When necessary, liaise with external service providers and contractors to schedule and oversee inspections and other works being undertaken in the Cathedral and precinct.
- Liaise with the Head Verger to ensure services in the Cathedral are prepared for properly, with correct vestments, altar furnishings, service books, silverware and furnishings in place, and that all items used in services and events are appropriately cared for and maintained.
- Assist the Head Verger and members of the clergy and congregation, and, as processional verger, undertake necessary ceremonial and liturgical duties.
- Support and/or supervise the set up/ down for Cathedral services and events. This will include the movement and arrangement of furniture, erecting and dismantling of staging, liaising with other staff and volunteers to coordinate physical effort.
- In the Head Verger's absence, act as the senior verger responsible for the Cathedral building and public safety during services and events – and when the Cathedral is open to the public.
- Attend such meetings with members of clergy, staff and volunteers as should be necessary, representing the verger team.
- Assist the Head Verger with administration and record keeping relating to the work of the verger team.
- Maintain positive working relationships with all clergy, staff and volunteers to help with the delivery of the Cathedral's vision and strategy.
- Ensure effective communication with other team members in order to coordinate efforts.
- Be aware of, and follow all of the Cathedral's policies and procedures, including that pertaining to the Safeguarding of all those who visit the Cathedral.

## Person Specification

<b>REQUIREMENTS</b>	<b>ESSENTIAL (E), DESIREABLE (D)</b>	<b>MEASURED BY: A-APPLICATION, D - DOCUMENTS, I - INTERVIEW, R - REFERENCES</b>
<b>Knowledge/Qualifications</b>		
Good standard of numeracy & literacy	E	A/D
Education qualifications at 'A' Level standard (or equivalent) or above.	D	D
First Aid qualification	D	D
Good understanding of Health & Safety.	D	A/I
Understanding of liturgy	D	A/I
<b>Skills/Personal Qualities</b>		
Ability to give instructions and supervise others to achieve high standards of work	E	A/I
Customer service, being sensitive to the needs of different visitors to the Cathedral	E	A/I
A flexible and enthusiastic team player	E	A/I
Effective communicator	E	I
Ability to work at height	E	A
Good level of physical fitness (requirements to move heavy furniture and objects)	E	I
Ability to work with accuracy and attention to detail	E	A/I
IT literate (Main Microsoft Office packages)	E	A/I
<b>Experience</b>		
Leading a team/ managing others	E	A/I
Working as part of a team	E	A/I
Working on your own	E	A/I
Working in a customer facing or heritage/visitor attraction setting	D	A/I
Working with service providers and contractors	D	A/I
Working in a busy and, at times, pressured environment.	E	A/I
Working in a role requiring physical exertion	E	A/I
Administrative work, including record keeping	E	A/I
Working a sound desk or AV equipment.	D	A/I
Working as a verger or a churchwarden (or equivalent role).	D	A/R

## Terms and Conditions

The post is based at Bradford Cathedral. It is a permanent, part-time post - 25 hours per week.

The pattern of regular hours worked is set out below. However, days and hours may vary from week to week in response to the needs of the role. There will be occasions when it is necessary to work at weekends and in the evening.

	<b>SENIOR FACILITIES ASSISTANT - 25hrs per week</b>
<b>CORE ROTA</b>	
<b>Week 1 MON</b>	10.00-14.30 (4.5)
<b>TUES</b>	14.00-18.30 (4.5)
<b>WED</b>	OFF
<b>THURS</b>	OFF
<b>FRI</b>	OFF
<b>SAT</b>	09.00-16.30 (7)
<b>SUN</b>	08.00-17.30 (9)
<b>WEEK 2</b>	
<b>WEEK 2 MON</b>	13.30-18.30 (5)
<b>TUES</b>	09.00-15.00 (6)
<b>WED</b>	OFF
<b>THURS</b>	09.00-16.30 (7)
<b>FRI</b>	09.00-16.30 (7)
<b>SAT</b>	OFF
<b>SUN</b>	OFF
<b>WEEK 3</b>	
<b>WEEK 3 MON</b>	10.00-14.30 (4.5)
<b>TUES</b>	14.00-18.30 (4.5)
<b>WED</b>	OFF
<b>THURS</b>	OFF
<b>FRI</b>	OFF
<b>SAT</b>	09.00-16.30 (7)
<b>SUN</b>	08.00-17.30 (9)
<b>WEEK 4</b>	
<b>WEEK 4 MON</b>	13.30-18.30 (5)
<b>TUES</b>	09.00-15.00 (6)
<b>WED</b>	OFF
<b>THURS</b>	09.00-16.30 (7)
<b>FRI</b>	09.00-16.30 (7)
<b>SAT</b>	OFF
<b>SUN</b>	OFF



The post holder will be line managed by the Head Verger.

The salary is £16,946 per annum (£25,418 FTE/ £13 per hour) which will be paid by credit transfer on or around the 24th of each month. Annual leave will be 180 hours per annum.

The first three months of employment will be a probationary period during which the employment may be terminated by either party on giving the other notice of one month. Thereafter notice is one month on either side.

Bradford Cathedral participates in the Church Workers Pension Fund. The Cathedral will pay a 5% contribution towards your pension provided you pay a minimum of 3.5% of your salary into the scheme. You will be automatically enrolled unless you decide to opt out of the scheme.

The completion of a Confidential Self Declaration Form is a requirement of the application process. An offer of the position will be subject to employment checks, including, should it be required, the completion of an 'Enhanced with barred lists' DBS disclosure and the agreement to abide by Bradford Cathedral's safeguarding policy and protocols.

Bradford Cathedral is committed to safeguarding and promoting the wellbeing of all people and expects all staff and volunteers to share this commitment. An offer of employment is made subject to a confidential safeguarding declaration, the receipt of satisfactory references and other pre-employment checks.

### **How to Apply**

Please apply using the Church of England's *Pathways* website;

<https://www.cofepathways.org/members/modules/job/detail.php?record=7740>

The deadline for applications is **Monday 18 November** and the interview will take place on **Tuesday 3 December**. The Cathedral endeavours to provide fair opportunities for everyone. Please contact the Chief Operating Officer if you feel you will need the Cathedral to make an additional or particular arrangement for your interview.

### **Point of contact**

Andy McCarthy

Chief Operating Officer

Bradford Cathedral

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