

Verger Caretaker



Role Description and Person Specification

A place of worship since 674, Hexham Abbey plays an important part in the development of Christianity in Northumbria from the 7th century to the present day. Around 100,000 visitors, tourists and pilgrims come to the Abbey each year to attend our services, for private prayer, out of historical interest and in search of quiet space. The Abbey is used regularly for diocesan and civic services, and for a variety of special celebrations, making it a good deal more than a parish church. A Grade I-listed building, it gives Hexham its character as an abbey town, with the church providing a visible and public focus of community life. Our mission, liturgy and spirituality have a fundamentally outward-facing character, as well as helping to shape and form the life of our congregation.

We aim to welcome every visitor, whether international, local or from elsewhere in the country with open arms, hoping to make their first impression memorable.

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training.

Role Description

Main purpose of the role	The Verger Caretakers are part of a team that is essential to the daily operations and worshipping life of the Abbey and its visitors. They look after the Abbey building internally and externally including the care and maintenance of its fabrics reporting any areas of concern to the Abbey Operations Manager. They prepare for services, setting up for events and carry out light cleaning and maintenance.
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What the role involves You will be expected to:

- Carry out fire alarm checks and be a person on call for the fire and security alarms
- Carry out repairs and maintenance according to your qualifications and experience.
- Involvement in liturgical services including practical set ups for regular acts of worship and weddings and funerals
- Perform caretaking duties to move, set up and take down furniture for events and services
- Person on call/point of contact for staff and volunteers in the Abbey
- Provide support to our Volunteers teams within the Abbey, eg flower team and staging and to step into the steward role when required
- Support the activities of the Abbey by ensuring facilities are clean, tidy and ready for use.
- Any other duties as required
- be responsible for the good maintenance of the Vestry and Outer Vestry area including provision of refreshment supplies
- Ensure that appropriate heating is provided for events and services in accordance with agreed protocols
- Monitor inventory levels for supplies and consumables and liaise with the Parish Office for reordering
- Oversee the livestreaming, audio and lighting equipment in the Abbey
- Oversee the opening and closing (at weekends) of the Abbey and Exhibition Centre
- Attend meetings for your support, guidance or supervision
- Be aware of and comply with all relevant safeguarding requirements
- be sympathetic to the aims and ethos of the Church of England
- Know how to respond to and report any safeguarding concerns or allegations
- Maintain safeguarding plus Health and Safety standards at all time.
- Undertake any other reasonable tasks requested by the Abbey Operations Manager or Rector, or other authorised person to allow the efficient running of the Abbey

When and where you will be doing it Weekday Verger Caretaker Monday to Friday 9.30am to 1.30pm
Weekend Caretaker Verger Saturday 9.30am to 5.30pm and Sunday 9am to 5.30pm (1 hour lunchbreak)

These are core hours. Working hours may be flexible subject to operational requirements.

Flexibility to move hours is required to cover church activities.

Disclosure and Barring Service check An enhanced check is required for both child and adult workforces.

To whom you will be responsible	Abbey Operations Manager / Rector
Safeguarding training requirements	<p>The following safeguarding pathways will need to be completed:</p> <ul style="list-style-type: none"> • Basic Awareness • Foundation
Support you will be given	<p>Support from the Abbey Operations Manager and Rector</p> <p>Support from the Abbey staff team</p> <p>Training</p> <p>The role is subject to a three month probationary period.</p>
Other information	<p>This will be a annualised hours contract at £12.00 per hour.</p> <p>30 days holiday to include bank holidays (pro-rata)</p> <p>Pension Scheme</p> <p>Life Assurance</p> <p>Full terms and conditions of employment are described in the Written Statement of Particulars of employment.</p> <p>Car parking</p>

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	<p>This role requires someone who:</p> <ul style="list-style-type: none"> • Have a flexible approach to work • Pays attention to detail and is well organised • The ability to work effectively and collaboratively as a member of a small team is essential • Understands and maintains appropriate boundaries of confidentiality • Has good communication skills • Has good computer skills • Builds good relationships with tact and sensitivity • Is approachable and empathetic • Is punctual • Is willing to develop skills and to engage with training • Treats everyone with respect and dignity • Is physically able to cope with the role, there is a lot of furniture to move in the Abbey. Physical fitness is therefore essential
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled Promoting a Safer Church .
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

Document Approval

This document was approved by Kirsty Wills on 15/12/2023.