LEAD VERGER

Responsible to: The Rector of Hexham Abbey
Responsible for: The Verging Team

HEXHAM ABBEY
HERITAGE • WORSHIP • COMMUNITY

JOB OUTLINE

The Lead Verger, under the direction of the Rector, will lead the Vergers in the daily running of Hexham Abbey.
This is a varied role which requires confidence, use of own initiative and flexibility. The key tasks set out below are not exhaustive. The post holder must recognise this and respond to any challenges.

RESPONSIBILITIES

The duties of the verging team, which you will lead, include the following:

CARING FOR WORSHIP

- Supporting and liaising with the clergy.
- Setting up for worship and taking a ceremonial part in some services.

COMMUNICATION/ ADMINISTRATION

- Attending regular team meetings to ensure team communication and management of tasks.
- Ensuring the Abbey is staffed with Vergers and dealing with emergency steward cover.

CARING FOR PEOPLE

- Ensuring the verging team represent the Abbey to an exceptional standard welcoming visitors and volunteers; showing them the Abbey, and answering questions.
- Supporting all visitors, ensuring those with pastoral needs are referred to Clergy or the Parish Office.

SERVICES AND EVENTS

- Play an essential role in the delivery of services and events, liaising with key staff.
- Ensure that the staff rota has adequate cover for events.

HEALTH AND SAFETY

- Ensure that equipment is kept safely, and that hazards and property maintenance is reported to the Compliance and Support Manager.
- Be willing to undertake appropriate training, such as First Aid and Fire Warden.
- Being the primary First Aider for services and events.

CARING FOR THE BUILDING

- Ensuring the Abbey is clean and presented to high standards at all times.
- Keeping the Vestry in good order.
- Preparing and moving furniture and other equipment for services and events.

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PERSON SPECIFICATION

The successful candidate will:

- be friendly and welcoming, aware of the responsibility of representing the Abbey to the public;
- be able to lead, manage and motivate a small verger team;
- able to plan staff rotas and support the Abbey Stewards;
- possess good interpersonal skills for dealing with all manner of people,
- be physically fit;
- be trustworthy, reliable, discreet and loyal;
- have literacy and numeracy skills and be computer literate;
- be well organised and able to forward plan, noting issues on the horizon;
- have the ability to evaluate, learn and develop;
- be able to manage difficult situations;
- be self-motivated and able to work unsupervised;
- be a helpful and cooperative team member;
- be supportive of requirements of clergy, churchwardens and the wider staff team;
- have a willingness to understand and appreciate the unique heritage of Hexham Abbey, both its historic and religious significance.

EMPLOYMENT

The post is 32 hours per week, including regular weekends and bank holidays. However, we would consider reduced hours for the right candidate. There is overtime during busy periods, and the post is subject to a six-month probationary period.

The Verging team will share in covering for all services throughout the year, including Christmas and Easter. We also expect flexibility to allow for evening work to cater for events. The post holder will need to be flexible to lock up outside of core hours.

Applicants need to be either a practising member of a Christian church or sympathetic to the aims and ethos of the Church of England. The post therefore carries a genuine occupational requirement under the Equality Act 2010.

An enhanced DBS check is required and you must complete the appropriate safeguarding training.