



## CHRIST CHURCH CATHEDRAL



### JOB DESCRIPTION

<b>Job title</b>	Casual Verger
<b>Location</b>	Christ Church Cathedral
<b>Department</b>	Cathedral
<b>Salary</b>	£13 per hour plus holiday pay
<b>Hours</b>	As and when required flexibility, and subject to a minimum 4 hour shift duration
<b>Contract type</b>	Casual post
<b>Responsible to</b>	Reports to the Senior Verger and Cathedral Operations Manager
<b>Application deadline</b>	Noon Wednesday 29 <sup>th</sup> May 2024
<b>Vacancy reference</b>	CV - 052024
<b>Additional information</b>	This role is available immediately and is subject to a 3 month probationary period.

### Christ Church Cathedral

Oxford's cathedral has a unique dual role in the Church of England. Christ Church Cathedral is the College Chapel as well as the cathedral church for the Diocese of Oxford, and welcomes worshippers from Oxfordshire, Berkshire, Buckinghamshire and beyond.

The site has been a place of worship for more than a thousand years. A monastery was founded here early in the eighth century by St. Frideswide. Records show Henry I granted a charter to an Augustinian priory in 1122. Although no evidence of the earlier buildings remains, parts of the 12th-century structure are still visible in the Cathedral today.

Wolsey suppressed the priory in 1524 and work began on the building of Cardinal's College – with part of the west end of the church removed to make space for Tom Quad. After Wolsey's fall, the college was re-designated as 'King Henry VIII's College'. In 1546, the priory church became both the cathedral for the newly formed Diocese of Oxford, and the chapel of the new college of Christ Church, a college of the University of Oxford. Today, the Cathedral is a tourist destination in its own right, with over half a million visitors every year, and it is a venue for worship, services, concerts,



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exhibitions, talks, recordings, and performances.

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about Christ Church may be obtained at <https://www.chch.ox.ac.uk/cathedral>.

Christ Church now invites applications from suitably experienced candidates to join the Cathedral team.

### **Role of the Verger**

Vergers are an essential part of the Cathedral's welcome and provide practical and logistical support to ensure the smooth running of services and events. Typical tasks include unlocking and locking the Cathedral, arranging seating, welcoming people, managing the sound system during services and performing a ceremonial role during services. Vergers are also a key point of contact for emergencies and day-to-day issues on the Cathedral floor.

The Cathedral is open every day between 06:45 – 19:00, Monday to Sunday. There is a wide range of events which occur outside these times which require a verger to be present. Vergers will need to be flexible about the times they can work, which will include some weekends, Bank Holidays, Christmas and Easter. Verger shifts in the Cathedral vary in length but are subject to a minimum call time of 4 hours. The rota shifts are fixed in two monthly periods. There is no minimum shift commitment.

### **Key Relationships**

Vergers are part of the Operations Team and report directly to Senior Verger and the Operations Manager who oversees the team.

Day to day vergers will need to work with other members of the verger team, volunteers, clergy, musicians and the Communications team, as well as external event managers and building contractors.

### **Main Duties and Responsibilities**

The post-holder will be required to:

#### **Cathedral Services:**

1. To participate in the set up and running of daily services, supervised and unsupervised, and to assist at special services according to the Verger Routines manual. Training will be provided.
2. To assist with the briefing of Stewards and volunteers ahead of services and events.
3. Be presentable at all times, wearing the uniform provided, and to wear a cassock and gown during services.

#### **Events:**

4. To oversee, as required, concerts and other events as directed by the Operations Manager.



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5. To liaise with Volunteer & Visitor staff, College Porters and Custodians to ensure daily activities and welcome are carried out to a high standard and that the Cathedral is ready to receive visitors.
6. To assist in the delivery of the Cathedral's events programme of performing arts, conferences, hospitality, community engagement and exhibitions, coordinating and participating in setting up the Cathedral including 'backstage' facilities.

### **Welcome:**

7. To be a visible presence on the Cathedral floor, extending a high quality welcome and customer service to worshippers and visitors, regardless of race, sexuality, gender identity, social status, age, ability, or belief.
8. To help to maintain a good standard of tidiness within the Cathedral.

### **Duty Management:**

9. To supervise venues and personnel working in and around the Cathedral Cloisters, such as the Priory Rooms and Chapter House.
10. To carry out a full inspection of the Cathedral floor at the start of each shift and notify the Operations Manager or other Senior Verger of any areas of concern or maintenance issues.

### **Health and Safety:**

11. To understand and practise Cathedral's Health & Safety and Safeguarding policies. Vergers need to be aware and alert to the welfare of everyone working and visiting the Cathedral.
12. To work with the Operations Manager to ensure that the Cathedral is kept in a safe order and that appropriate action is taken to mitigate the risk of accidents.
13. After appropriate training, to be the duty First Aider and Fire Marshall in the Cathedral.

## **Selection Criteria/Person Specification**

### **Essential**

- Sympathetic with the ethos and mission of the Cathedral.
- Able to remain calm under pressure.
- Demonstrable attention to detail, and works carefully and diligently.
- Demonstrable ability to work with a diverse set of stakeholders with courtesy, professionalism and respect.
- An effective team player able to take instruction and direction, work collaboratively, and to lead when required.
- Able to learn new skills, and retain new information and changes.
- Able to work evenings, bank holidays and Sundays
- Good standard of computer literacy inc Microsoft Office suite
- Basic understanding of Health and Safety procedures



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- Understanding of Safeguarding issues, practice, and their importance.

### **Desirable**

- Knowledge of the Church of England.
- Educated to A level or similar.
- First Aid certificate.
- Manual Handling training
- Experience of using Adobe suite and Artifax.
- Experience providing customer service, guiding in a heritage, religious, educational or tourism environment.
- Experience of live performing arts, event production/commissioning, or running the technical aspects of live events;
- Experience of working with volunteers, event promoters, students, clergy.
- Experience of duty management
- Experience of livestreaming

### **Further Particulars**

**The Verger role will be classified as a worker at Christ Church Cathedral.**

<b>Appointment</b>	The post is available to start as soon as possible.
<b>Hours and Training</b>	Work will be offered as required and subject to a minimum 4 hour shift according to the Rota Policy. Training will be given on the job, in addition to other more formal training courses.
<b>Rate of Pay</b>	£13 per hour plus an uplift of 12.07% for holiday pay.
<b>Probation &amp; Notice period</b>	During the initial probationary period of three months, notice will be one week on either side. Subject to satisfactory completion of probation, the notice period will be to the end of the confirmed 'FINAL' rota.
<b>Pre-employment screening</b>	Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This appointment at Christ Church Cathedral is subject to a Disclosure and Barring Service check. Where applicable screening will include: <ul style="list-style-type: none"><li>- Eligibility to work in the UK;</li><li>- Qualifications;</li><li>- References;</li><li>- Criminal record checks via Disclosure and Barring Service (DBS).</li></ul>

The successful applicant will also be required to complete the relevant



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Church of England safeguarding training.

### How to Apply

To apply for this position, please provide the documentation listed below, no later than the deadline of **12 noon 29<sup>th</sup> May 2024**. Applications received after this time will not be considered.

Application documents should include:

- A covering letter addressed to the Cathedral Operations Manager, outlining your suitability for the role
- A full CV, including contact details such as home address, email address and telephone numbers
- Names, addresses and contact details of three referees (neither of whom should be related to the applicant)
- The completed Equal Opportunities Monitoring Form (available from the Christ Church vacancies page)

Candidates will be reviewed and short listed using the selection criteria above, and invited for a panel interview from **w/c 3<sup>rd</sup> June 2024**.

Applications should be emailed to [recruitment@chch.ox.ac.uk](mailto:recruitment@chch.ox.ac.uk). Please type Casual Verger in the subject box of the email.

If you would like an informal discussion regarding the role, please contact the Cathedral Operations Manager, Mr Joseph Denby, at : [joseph.denby@chch.ox.ac.uk](mailto:joseph.denby@chch.ox.ac.uk)

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependents).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of the selection panel will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from minority groups, who are under-represented in College staff.

### If you need help

If you have any questions regarding the application process, including any reasonable adjustments that you may require for the interviewing process, please contact [recruitment@chch.ox.ac.uk](mailto:recruitment@chch.ox.ac.uk). All enquiries will be treated in strict confidence and will not form part of the selection decision.

### Important Information for Candidates

#### Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For

further information, please see the Christ Church Privacy Notice available at:

<https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.



## **CHRIST CHURCH CATHEDRAL**

### Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favorably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, gender, or sexual orientation.