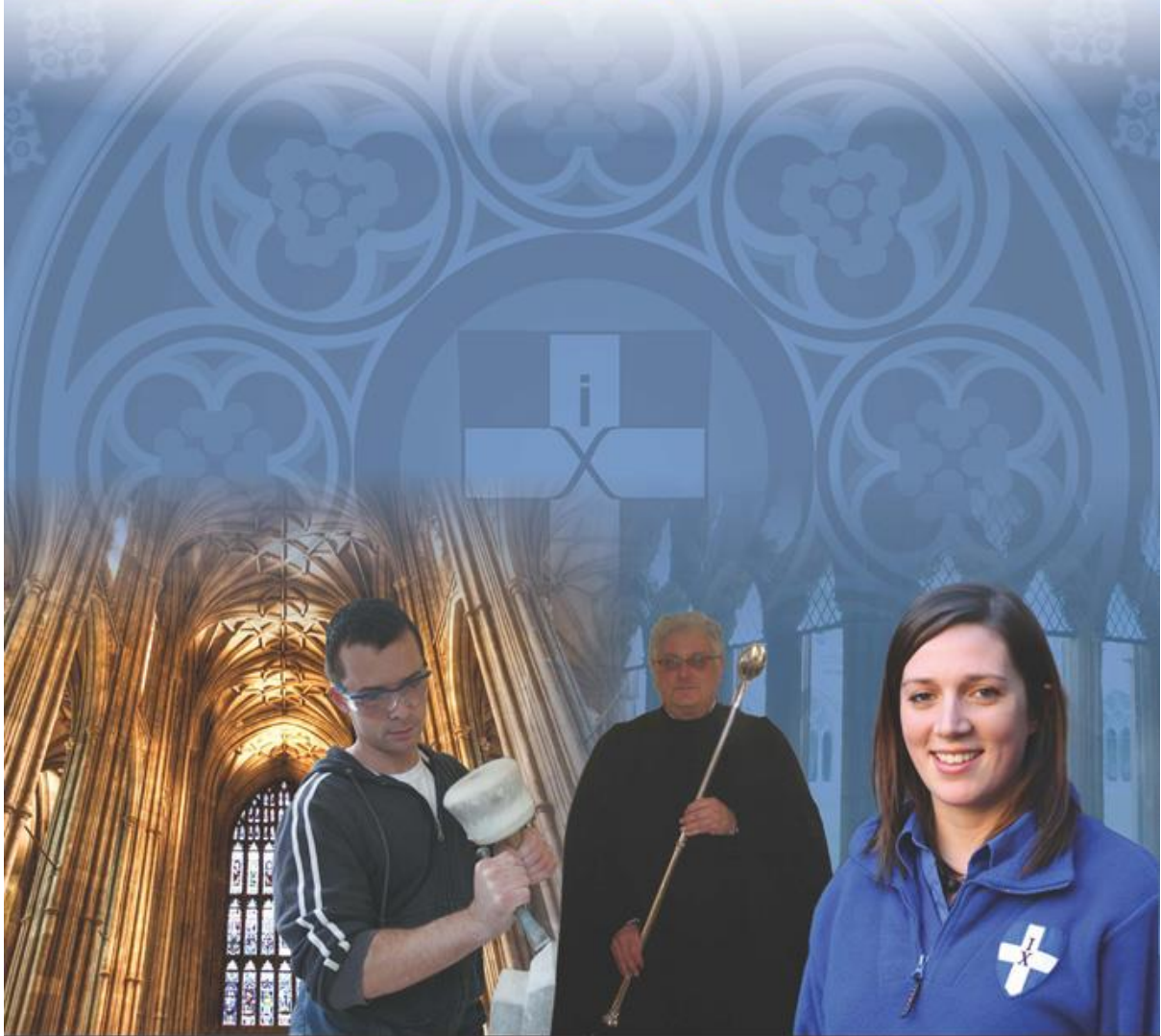




CANTERBURY *cathedral*



Virger (40 hours per week over 5 days)

PROFILE OF CANTERBURY CATHEDRAL

St Augustine, the first Archbishop of Canterbury, arrived on the coast of Kent as a missionary to England in 597 AD. He came from Rome, sent by Pope Gregory the Great. It is said that Gregory had been struck by the beauty of Angle slaves he saw for sale in the city market and dispatched Augustine and some monks to convert them to Christianity. Augustine was given a church at Canterbury (St Martin's, after St Martin of Tours, still standing today) by the local King, Ethelbert whose Queen, Bertha, a French Princess, was already a Christian. This building had been a place of worship during the Roman occupation of Britain and is the oldest church in England still in use. Augustine had been consecrated a bishop in France and was later made an archbishop by the Pope. He established his seat within the Roman city walls (the word cathedral is derived from the Latin word for a chair 'cathedra', which is itself taken from the Greek 'kathedra' meaning seat.) and built the first cathedral there, becoming the first Archbishop of Canterbury. Since that time, there has been a community around the Cathedral offering daily prayer to God; this community is arguably the oldest organisation in the English speaking world. The present Archbishop, The Most Revd Justin Welby, is 105th in the line of succession from Augustine.

Augustine's original building lies beneath the floor of the nave– it was extensively rebuilt and enlarged by the Saxons, and the Cathedral was rebuilt completely by the Normans in 1070 following a major fire. There have been many additions to the building over the last nine hundred years, but parts of the quire and some of the windows and their stained glass date from the 12th century.

By 1077, Archbishop Lanfranc had rebuilt it as a Norman church, described as "nearly perfect". A staircase and parts of the North Wall – in the area of the North West transept also called the Martyrdom – remain from that building.

During the Second World War, the Precincts were heavily damaged by enemy action and the Cathedral's Library was destroyed. Thankfully, the Cathedral itself was not seriously harmed, due to the bravery of the team of fire watchers, who patrolled the roofs and dealt with the incendiary bombs dropped by enemy bombers.

Today, the Cathedral stands as a place where prayer to God has been offered daily for over 1,400 years; over 2,000 services and special events are held each year, as well as countless private prayers from individuals. The Cathedral offers a warm welcome to all visitors – its aim is to show people Jesus, which we do through the splendour of the building as well as the beauty of the worship.

THE WORK OF THE CATHEDRAL

The work of the Cathedral is carried out by over 300 paid staff, supported by some 500 volunteers. The '*corporate body*' responsible for the management of the Cathedral is the Chapter of Canterbury who are advised by the Cathedral Council and the College of Canons.

The Chapter of Canterbury (Chapter)

The Chapter are responsible for all aspects of the day-to-day management of the Cathedral. Chapter comprises the Dean, the Residentiary Canons, the Receiver General and four additional persons appointed by the Archbishop.

The Cathedral Council

The Council represents the Cathedral community as well as the wider local and regional community. It has 20 members, drawn from a wide variety of organisations. Its duty is to further and support the work of the Cathedral Church in spiritual, pastoral, evangelistic, social and ecumenical areas.

The College of Canons

The College of Canons is composed of 30 Honorary, Lay and Provincial Canons, appointed by the Archbishop and it supports the life of the Cathedral in many different ways.

The Cathedral Trust

The Cathedral Trust is a separate charity that is solely for the benefit of the Cathedral. Since 1974, it has assisted with the restoration, maintenance and improvement of the fabric and contents of Canterbury Cathedral and the provision, promotion and encouragement of music

The Cathedral is well-known all over the world and we welcome more than 1 million visitors and worshippers every year. The Cathedral is more than just a beautiful old building and heritage site; it is a working, living church which maintains a tradition of welcome and worship that has been practiced here for over 1400 years.

Friends

The Friends of Canterbury Cathedral was founded in 1927 by the distinguished scholar and poet Dean George Allen Kennedy Bell. The Organisation was the first of its kind in the world.

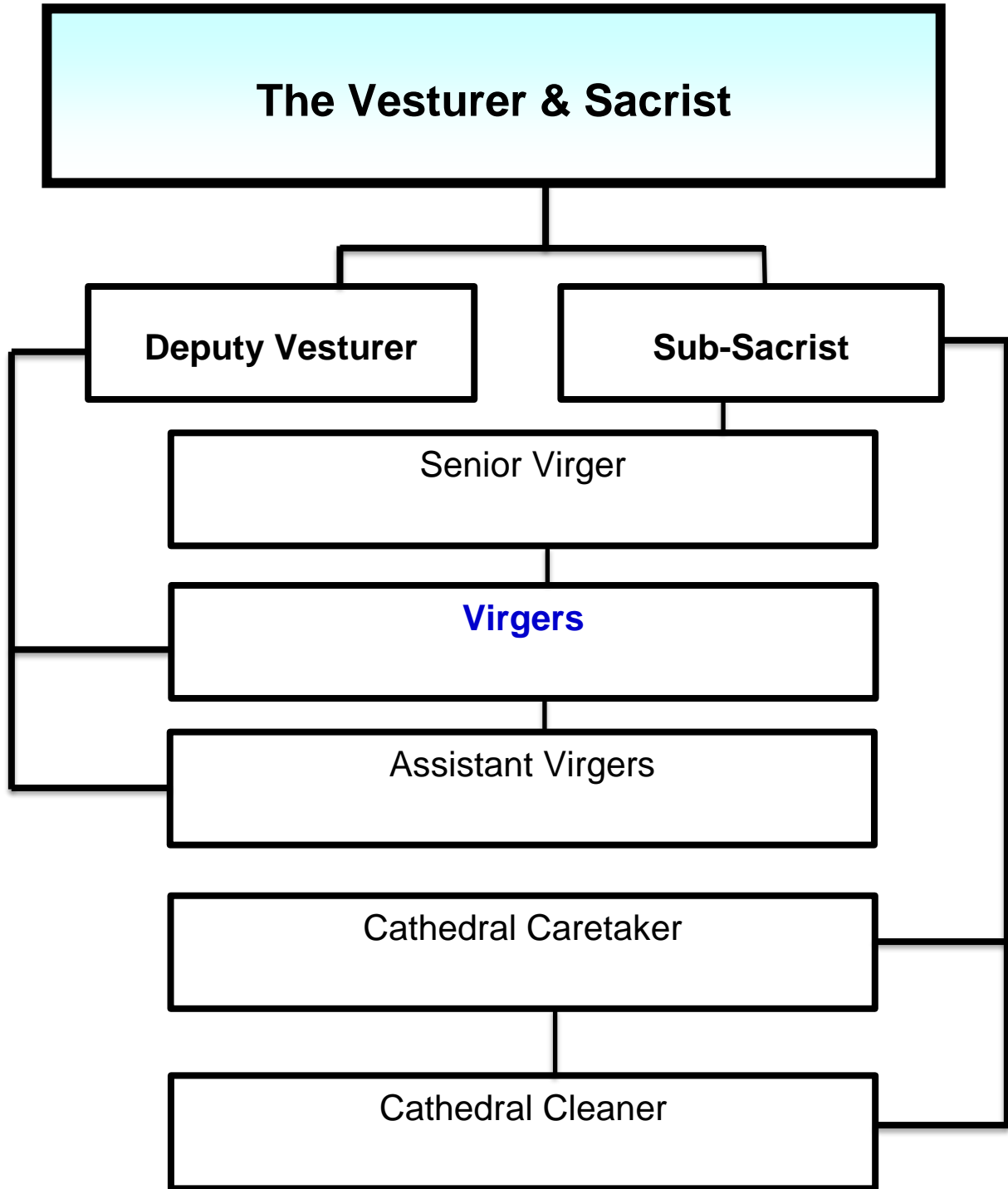
The Friends are the Cathedral's fan club. Admirers of the building, its history and its community, Friends are a part of the Cathedral and work together to preserve it forever, contributing financially - and directly – to many individual and vital projects.

The Cathedral Shop

The Canterbury Cathedral Shop is a large gift shop in the heart of the city of Canterbury. It has an impressive range of high quality gifts, mostly British, and their own exclusive award winning designs.

The Shops wide range of merchandise includes replica historical artefacts, books and CD's of the world-famous Canterbury Cathedral choir.

Vesturer Department



JOB PROFILE

The Virger reports to the Vesturer or in his/her absence the Deputy Vesturer, Sub-Sacrist or Senior Virger.

PURPOSE

The Virgers 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. They are to assist the Vesturer with the internal management and running of the Cathedral and to uphold the dignity of worship in the Cathedral, to care for its security, at all times maintaining a ministry of welcome to all who enter, with a friendly and positive attitude.

PRINCIPAL TASKS

- Take responsibility for the opening, closing and security of the Cathedral and its ancillary buildings and, when requested to do so, act as key holder.
- Prepare for services in the cathedral as instructed and reset the church after the event. Heavy lifting is sometimes required.
- Virge and assist at services and on formal occasions. Dress in a cassock and gown and participate in processions in accordance with the traditions and accepted practices of the Canterbury Cathedral.
- Attend rehearsals for services when necessary, and (if required) prepare briefing notes for the Department.
- Liaise with the Dean and the Liturgy & Music Department for daily and special services, and liaise with visiting choirs.
- Operate the cathedral's sound, lighting, intruder and fire alarm systems.
- Be responsible for the safe transit of cash following approved procedures.
- Attend briefing meetings and represent the Department at planning meetings when necessary.
- As an Employee of the Chapter of Canterbury to fully endorse, understand and exercise the roles and responsibilities contained within Chapter's Health and Safety policy which is set out in the Staff Handbook.
- Be aware of the location of fire extinguishers and the correct procedures for First Aid, Lost Children, Disturbance in the Cathedral and any emergency procedures.
- Communicate all messages, and report all defects, security breaches, incidents and accidents to the appropriate authority so that action can be taken.
- Liaise with and assist as necessary the cathedral's other departments and volunteers, especially those who share responsibility for security, events, maintenance and Visitor Services on the cathedral floor.
- Be responsible for areas of management within the department as allocated by the Vesturer, e.g. the care of vestments, silver, books, laundry, sacristy supplies, registers, candles etc.

- Be on duty for secular events, e.g. concerts, recitals, drama, etc. in the Cathedral. Liaise with promoters, performers, box-office and stewards, ensuring that the terms of hire are not breached and furniture, equipment and fabric is safeguarded.
- Assist with the overall cleanliness of the Cathedral and Chapter House and be responsible for specific cleaning tasks and areas as allocated by the Vesturer.
- Carry out any other reasonable task as requested by the Line Managers or Chapter.

ADDITIONAL INFORMATION

Virgers in permanent positions are admitted as members of the Cathedral Foundation after successful completion of the probationary period.

Virgers should develop a good understanding of the ministry of the Cathedral within the Anglican Communion, its role at diocesan and national levels and its ability to reach out to many who otherwise have little or no regular contact with the Christian faith, carrying forward the Cathedral's mission statement by providing an efficient supporting service to the cycle of worship and to events in the Cathedral is vital.

PERSON SPECIFICATION

The personal specification below indicates the qualifications, experience, knowledge and skills required to undertake the role effectively.

ESSENTIAL KNOWLEDGE AND SKILLS

- General good all round education, at least GCSE level English and Maths or equivalent.
- Previous experience in a similar position within a Church or Cathedral, salaried or voluntary.
- Good IT and administrative skills.
- Understanding and appreciation of Anglican worship.
- Awareness of the terminology and language of the Anglican Church.
- An understanding of the importance of fire, health and safety, data and safeguarding policies and procedures.
- An understanding of and sympathy with the aims and purposes of the Cathedral, its mission and ministry.

DESIRABLE KNOWLEDGE AND SKILLS

- First Aid Certificate.
- The Church of England Guild of Virgers.

PERSONAL ATTRIBUTES

- Happy and cheerful nature with a willingness to learn.
- Flexible approach to working hours as evening and weekends will be involved.
- Good people, communication and organisational skills.
- Able to work in a team and interact with all levels of staff and members of the public.
- Sufficiently active and fit enough to lift and move equipment and furniture in order to fulfil the requirements of the position.

TERMS AND CONDITIONS

Grade

6

Salary

£ 21,756 per annum.

Working hours

Approximately 40 hours per week (excluding breaks) working on a rota basis 5 out of 7 days per week. Hours are varied but between 0700hrs and 1900hrs Monday to Saturday and 0700hrs and 2000hrs Sunday. The position holder should be flexible in their approach to hours worked as these will be dictated by operational needs.

Annual holiday

Based on 40 hours per week, the annual entitlement is 280 hours per annum, this entitlement is calculated on a pro rata basis of full time equivalent holiday entitlement and includes 8 public holidays and 2 Chapter days. 9 of these days are allocated by the rota as Sundays off.

Workwear

Virgers are provided with robes to wear when on duty, and dust coats when on cleaning tasks, and would be expected to wear their own black shoes, black trousers/ skirt, white shirt & tie / blouse.

Training

Training needs are assessed continuously and appropriate on the job training is provided.

Probation Period

All new posts are subject to a probation period. New staff will meet regularly with their line manager to assess both formally and informally progress on work and performance.

Pension scheme

The Chapter of Canterbury offer a Stakeholder pension to all employees. Your age and salary will determine if you are to be automatically enrolled into the pension scheme. The Chapter of Canterbury contribute 7½ % of salary into a Stakeholder Pension Scheme. Staff in the pension scheme are insured against death in service 3 x annual salary to the age of 70.

Staff benefits

We are able to offer a range of staff benefits including discounts in local shops, restaurants and sports centres.

Parking

Chapter is not able to offer staff parking on site.

Additional Requirements

A satisfactory disclosure from the Disclosure and Barring Service will be required upon employment. This position is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The grounds on which it is exempt are that in the normal course of your duties you will have access to persons under the age of 18, and that your normal duties will be carried out wholly or partly on the same premises where the provision of training to persons under 18 takes place. Applicants are therefore not entitled to withhold information about convictions which for other purposes are “spent”. The DBS Code of Practice is available on request; alternatively you can obtain it from the DBS website www.gov.uk/dbs

To ensure that you have no medical condition that can be caused by or made worse by the work you do, upon appointment the post holder will be required to complete a medical questionnaire to confirm that the applicant is sufficiently fit enough to fulfil the requirements of the position which will include the lifting and moving of furniture.

PERSONAL DATA

As your employer, the Chapter of Canterbury needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for management and administrative use only. To comply with the General Data Protection Regulations, your acceptance of these terms and conditions gives your consent for your data to be processed.

EQUALITY STATEMENT

The Chapter of Canterbury recognises that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. It is the aim of the organisation is to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.

Updated February 2020

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you, by, or on behalf of, the Head of the Department, without change to the level of responsibility appropriate to the grading of the post.

HOW TO APPLY

A CV should be submitted on line via our web page.

Application details can be found at:

<http://canterbury-cathedral.org/get-involved/employment>

The closing date for this post is:

Wednesday 26th February 2020