

Job Title:	Virger	Department	Administration
Reporting to:	Custos	Pay:	£9 per hour
Contract type:	Part-time, minimum 18hrs a week	Location:	Exeter Cathedral

Job Description

Purpose of role:

This role combines the duties of the Floor Managers, Virgers and Stagers into one role. Duties have therefore been divided into four categories:

1. Security & Safety
2. Regular Services & Liturgical Duties
3. Internal Events, External Events & Major Services
4. Staging

Background Information:

The Cathedral is the principal church of the Diocese of Exeter and contains the Bishop's seat which is the symbol of his authority. The Cathedral is run and managed by the Chapter, supported by the Council and the College of Canons.

Key Responsibilities:

Security & Safety

- Ensure the Cathedral is tidy, welcoming and safe for all who enter.
- To ensure daily the security of the Cathedral site.
- To unlock the building in the morning and close down the building following completion of Evensong/Evening Prayer or an event.
- To ensure decorum is maintained across Cathedral site and on the Green, notifying the Police in the event of criminal activity.
- To issue keys and cathedral radios to staff and contractors
- To monitor the roof register
- Act as the first responders to incidents and emergencies.

- Respond to any fire alarms, with responsibility for the evacuation of the main building, communicating the need to evacuate to other parts of the site and coordinating the handover to the emergency services when the Cathedral is open.
- Act as the principal first aiders within the Cathedral and Cathedral Green.
- Undertaking the weekly test of the Fire Alarm system and the monthly checking of emergency lighting and fire extinguishers.
- Maintaining a visible presence on the floor of the Cathedral and on the Green, reporting any H&S concerns to the H&S Manager and faults or repairs to the Works Department.
- Undertaking the daily bank run, to ensure the safe and secure deposit of any takings.
- Collecting change orders for the café, shop and entry desk as and when required.

Regular Services and Liturgical Duties

- To ensure the regular services are prepared for, set-up and packed-down correctly.
- When on duty, to act as the Virger at any Cathedral Service as necessary.
- To provide technical support to services as required, e.g. setting up of sound systems and projectors.
- To ensure votive candle stands are clean, tidy and well stocked.
- Ensure the plate, vestments and linen are kept in the best condition possible and are stored and cleaned to the highest standards.
- Undertake any preparatory duties for extra services and festivals as instructed by the Custos, e.g. liturgical preparation for confirmations, baptisms or installations.
- To ensure the flag is flying correctly from the North Tower.

Internal Events, External Events & Major Services

- To ensure, using the Cathedral's diary system, the correct set-up for any internal event, meeting or major service and to provide any technical support that may be required.
- Upon instruction from the Events Department to set-up for any corporate hire booking across the Cathedral site.
- To ensure that any events and major services are packed down correctly and that the Cathedral is prepared for the next working day.
- Working in conjunction with the Custos to ensure the correct chairing is set out in the Cathedral and to ensure that, where necessary, any reserved seating is clearly marked.
- In conjunction with the Custos, Event Manager and Cathedral Clergy ensure that the correct protocol is observed when dignitaries visit the Cathedral.
- In conjunction with the Events Manager and Head Sidesmen, ensure that occupancy calculations are not exceeded during services and events.
- Provide first aid and stewarding coverage during services and events, controlling the evacuation of the building if necessary and liaising with the emergency services as appropriate.

Staging

As part of a team erect and dismantle the staging as required, following the correct practices and adhering to any method statements and risk assessments

- As part of a team erect and dismantle the Dais and other portable staging as and when required
- As part of a team remove and replace, as necessary, the static chairing within the Cathedral.

Working Pattern:

Minimum of 18hrs a week on a pre-agreed rota. This role operates Monday to Sunday. Please note that this role requires unsociable hours and holiday can not be taken during Advent/Christmas and Holy week.

Person/Skills Specification

This role requires the post-holder to work flexibly in a close-knit team. Excellent situational judgement and an ability to think quickly and clearly under pressure and in an emergency are also required. A positive can-do attitude is also essential.

Essential:

- Ability to work as part of a close-knit team
- Physically fit
- Good awareness of Health and Safety (Training will be provided)
- IT literate
- Personable and a good communicator
- Excellent standard of personal presentation
- An attention to detail combined with a passion for excellency in all tasks
- A flexible approach with a positive outlook

Desirable:

- First aid qualification
- An SIA qualification is helpful but this training will be provided
- Fire and Evacuation experience (training will be provided)
- Knowledge of sound systems and AV setup (training will be provided)
- Knowledge of the liturgical calendar and the Church of England
- An understanding of the daily workings of a Cathedral Church

Benefits:

The Cathedral will match up to 5% (minimum 3%) of your contribution to your pension plan (provided it is HMRC approved).

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- The Cathedral offers a Childcare Voucher Scheme.
- Holiday entitlement – 30 days including Public Holidays per annum, pro-rata if part time
- 10% discount in our Shop and Café
- Chance of complimentary tickets to our in-house concerts.