



Exeter
Cathedral



Virger *Application pack*



Title:

Virger

Department:

Virgers

Reporting to:

Head Virger

Hours of work:

Part time, from 16 hours upwards

Salary: £12.21 an hour

Contract type:

Permanent

Location:

Exeter Cathedral



Purpose of the role

To support the Liturgy and Music Department in the effective delivery of all religious services at the Cathedral.

Background

The Cathedral is the principal church of the Diocese of Exeter and contains the Bishop's seat, which is the symbol of their authority. The Cathedral is run and managed by the Dean & Chapter, supported by the College of Canons. The Virgers Department is led by the Head Virger. In common with other ancient foundations, such as Winchester Cathedral and St Paul's Cathedral, at Exeter Virger is spelt with an 'i'. This is because the title derives from the Latin *Virga* for branch or twig, which references the staff or rod carried by the Virger in processions.



Duties and responsibilities

Security & Safety

- To unlock the building in the morning
- Ensure the Cathedral is tidy, welcoming and safe for all who enter
- Assist the Floor Managers as the first responders to incidents and emergencies
- To be fully aware of how to operate and interoperate the fire and intruder alarm systems
- Assist the Floor Managers with evacuating the main building in an emergency when the Cathedral is open
- Attend required training courses
- Perform other duties as needed

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, wearing a cassock and gown
- 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 Head Virger, e.g. liturgical preparation for confirmations, baptisms or installations.

Internal and External Services

- Using the Cathedral's diary system, ensure the correct set-up for all services, packing down correctly after services, ensuring the Cathedral is always presented to the highest standard
- Working in conjunction with the Head Virger and Floor Managers to ensure the correct chairing is set out in the Cathedral for services and to ensure that, where necessary, any reserved seating is clearly marked.
- In conjunction with the Head Virger, Floor Managers and Cathedral Clergy ensure that the correct protocol is observed when dignitaries visit the Cathedral



- In conjunction with the Head Virger, Events Manager, Floor Managers and Head Sidesmen, ensure that occupancy calculations are not exceeded during services
- Provide first aid and stewarding coverage during services, assist the Floor Managers controlling the evacuation of the building if necessary.

Candidate profile

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:

- Personable and a good communicator
- Ability to work as part of a close-knit team
- Good awareness of Health and Safety (training will be provided)
- IT literate

- 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 - It is a requirement of the role that you hold a first aid qualification. Training will be provided if necessary
- 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

Safeguarding

Exeter Cathedral is committed to following best safeguarding procedures and practices to protect children and vulnerable adults. It is therefore an essential contractual requirement that all employees complete safeguarding at the appropriate level identified for their role and attend refresher training when invited by the Cathedral.

Appointment is subject to clearance from the Disclosure and Barring Service at the Enhanced level.

Working Pattern

We are able to offer a variety of hours per week so please indicate your availability on the application form. This role operates Monday to Sunday throughout the year. Working on weekends, bank holidays and on evening shifts should be expected.

Occasional overtime, particularly during Advent, Christmas and Holy Week should be expected. All overtime will be agreed in advance and paid at the hourly rate.

Annual Holidays

The holiday entitlement is 30 days per year (pro-rata) including public holidays. If you are required to work on a public holiday, you will be entitled to the equivalent time off on an alternative day, to be agreed with your line manager.

Benefits

- Exeter Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).
- Childcare Voucher Scheme.
- Holiday entitlement - 30 days including Public Holidays per annum pro rata.
- 10% discount in our shop and café
- Complimentary tickets to our in-house concerts (limit applies)



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How to apply

Please complete the application form, available on our website at:

www.exeter-cathedral.org.uk/about-us/vacancies/

and submit it along with a covering letter stating why you are the right candidate for this role. You may also include your CV.

For an informal conversation about this role please email:

vacancies@exeter-cathedral.org.uk

Applications can be sent by email or post to:

Catherine Escott, Chief Operating Officer, 1 The Cloisters, Exeter, EX1 1HS

Email: vacancies@exeter-cathedral.org.uk

The closing date for applications is 12 noon on Monday 5 May 2025.

Interviews will take place on Monday 19 May 2025.

Thank you for your interest in this role.

We look forward to hearing from you!

