



Exeter  
Cathedral

Careers



Canons' Virger  
*Application pack*





**Title:**

Canons' Virger

**Department:**

Virgers

**Reporting to:**

Head Virger

**Hours of work:**

Full time 35hrs a week

**Salary:** £24,500 - £26,500 per annum  
plus accommodation

**Contract type:**

Permanent

**Location:**

Exeter Cathedral



## Purpose of the role

To support the Head Virger in managing services and supervising the team of virgers. To deputise for the Head Virger as required.

## 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 Head Virger leads the Virgers Department. In

common with other ancient foundations, such as Winchester Cathedral and St Paul's Cathedral, at Exeter Cathedral, 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

## **Liturgical and Ceremonial duties, including special 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 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.
- 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.
- 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, Floor Manager, Events Manager and Head Sidesmen, ensure that occupancy calculations are not exceeded during services
- Provide first aid and stewarding coverage during services, controlling the evacuation of the building if necessary and liaising with the emergency services as appropriate.
- To support the Head Virger in all matters deputising from them in their absence







### **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 including evacuation when necessary
- Any other duties reasonably required by the Canon Precentor, Head Virger and COO

### **Health and Safety**

- Be knowledgeable of all Health and Safety policies, including major incident, fire safety, first aid and lone working policies
- Ensure that all services adhere to the Cathedral Hierarchy of Control
- Operate fire, security and alarm systems as required
- Ensure all relevant fire safety and health and safety records, and accident books, are accurately maintained

### **Safeguarding**

- Having completed safeguarding training as part of induction, to be a first responder in the Cathedral, providing initial pastoral support to vulnerable adults and children
- All staff will be expected to complete safeguarding training as part of their induction successfully
- To commit to continuous safeguarding training
- To liaise with the Head Virger, Cathedral Safeguarding Officer, and the COO in respect of any safeguarding incidents or concerns

### **Dress Code**

- Virgers are required to wear a shirt/blouse and tie, dark trousers, and black shoes, and are to present themselves for duty clean and smart
- A cassock and a gown will be provided



## 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:

- Ability to work within the ethos and mission of Exeter Cathedral as a Christian organisation
- Knowledge and understanding of the liturgical calendar and the Church of England
- Personable and a good communicator
- Flexible approach to work as part of a rota and outside of regular working hours
- To be confident and carry themselves as part of their ceremonial duties
- To be discreet and to maintain confidentiality

- An attention to detail combined with a passion for excellence in all tasks
- Ability to multitask
- Ability to undertake physical work (moving furniture, pianos, chairs and trolleys)
- Good awareness of Health and Safety (training will be provided)
- IT literate
- Excellent standard of personal presentation

### Desirable:

- Be a communicant member of the Anglican Church
- First aid qualification - it is a requirement of the role that 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

## 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

Full-time, 35 hours per week, annualised. Regular working hours are between 7:30am and 6.30pm. You are expected to be part of the rota that covers out-of-hours call-outs for alarms. Currently, we have two people, including this position, on the rota.

Accommodation: a three bedroomed flat in the Cloisters

## Annual Holidays

The holiday entitlement is 30 days per year including public holidays. Bank holidays may need to be worked as part of a regular working pattern. The holiday year runs from 1 January to 31 December.

## 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).
- Access to an Employee Assistance Scheme





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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/](http://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](mailto: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](mailto:vacancies@exeter-cathedral.org.uk)

The closing date for applications is 12 noon on Friday 26 September 2025.

Interviews will take place on w/c 6 October 2025.

Thank you for your interest in this role.

We look forward to hearing from you!