

# SOUTHWARK

## ◆ CATHEDRAL ◆

### Dean's Verger | Applicant Pack

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<b>Job Title:</b>	<b>Dean's Verger</b>
<b>Reports to:</b>	Canon Precentor
<b>Key Relationships:</b>	Dean, Sub-Dean, Succentor, Vergers, Cathedral Chapter, COO, Director of Music, Head of Events, Head of Visitor Engagement, Volunteers
<b>Start Date:</b>	July 2025 or as soon as possible from then
<b>Salary:</b>	£32,000, plus rent-free accommodation
<b>Hours of Work:</b>	35 hours per week
<b>How to apply:</b>	Please submit a CV and Cover Letter (no more than two sides of A4) outlining your suitability for this role, with reference to the main duties and person specification below. Applications should be sent to <a href="mailto:cathedralHR@southwark.anglican.org">cathedralHR@southwark.anglican.org</a> by Thursday 15 <sup>th</sup> May at 12pm.
<b>Interviews:</b>	Tuesday 27 <sup>th</sup> May 2025

### Introduction to the Cathedral

Southwark Cathedral has been a place of Christian worship for over 1400 years. Now it stands on the vibrant and exciting regenerated south bank of the Thames surrounded by cultural venues such as Tate Modern, Shakespeare's Globe and Borough Market, the offices of major companies as well as schools and diverse residential communities. It is an inclusive Christian community that offers a welcome to all.

The Cathedral's mission, ministry and musical tradition are core to its life as a Cathedral and a parish church serving the community. It also relies on the valuable financial contribution made by its income generating activities such as its shop, café, conference rooms, corporate events and concerts. It is a very busy place, attracting 200,000 visitors a year to the Cathedral, its churchyard and medieval herb garden. The Cathedral relies on a small but dedicated team to be inclusive and welcoming to all.

### Our Vision & Values

Southwark Cathedral's original foundation was a Priory with a community that lived by the rule of St Augustine, written around 400 AD. Augustine begins his rule with the words, 'Before all else, love God and then your neighbour, because these are the chief commandments given to us'. Our renewed vision of 'making space for love: with Heart, Mind and Soul, finds its inspiration in our spiritual heritage.

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Our mission and objectives combine in what we are calling the pathways for realising our vision. The pathways through which we will make space for love of God and neighbour are:

Objective 1: Rooted in Christian faith - to be a place of hospitality, exploration, imagination and kindness. We will be a Cathedral that rejoices in making space for all people to flourish and grow in heart, mind and soul.

Objective 2: Heart - to keep the heart healthy in London by a commitment to social justice, upholding the human dignity of all people and of every age.

Objective 3: Mind - to help people both live faithfully and think critically, being a place of learning and discovery.

Objective 4: Soul - to be a school for the soul, a place for enrichment of the inner life through prayer, our Cathedral building, the arts, and community.

### Our Values

**Integrity, Kindness, Justice, Courage**

### **Role Overview**

The Dean's Verger and their team are responsible to the Chapter for the oversight of the Cathedral, in conjunction with the Cathedral Property Department. The team consists of the Dean's Verger, managing the Canon's Verger, College Verger and Choir Verger (who are liturgical Vergers) and the Events Verger (who has no liturgical duties).

The Vergers ensure that worship in the Cathedral is offered with dignity and love. They are pivotal to the Cathedral's welcome to all visitors, particularly during the week, but also have a particular care for the building's security and for the safety of all. They play an important part in ensuring the proper functioning of the Cathedral as a place of worship and support the many other roles and activities which it serves, offering an overview of what can realistically be managed in a space for which there are many and varied demands.

The duties of the team are wide ranging. They include participation in the daily round of regular services and occasional special services and their preparation, contributing to the management of a safe and welcoming environment, and looking after the security of the site – including daily opening and locking-up routines.

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### **Main Duties and Responsibilities**

#### **The care of the Cathedral Church and attendant buildings**

- Be responsible, in conjunction with the Property Department, for the oversight of the Cathedral Church and buildings during opening hours, its internal maintenance and daily running;
- Supervise and assist the team of Vergers - providing training and support, managing their performance, and carrying out annual appraisals;
- Be responsible for carrying out all relevant decisions of the Chapter;
- Ensure that the Cathedral is kept clean and in good order;
- Be responsible to the Chapter for the security of the furniture, vessels, ornaments, books and all other objects committed to their care;
- Maintain, with assistance from the volunteer archivist, an up-to-date Inventory and advise the appropriate member of Senior Staff of any alterations to the Inventory;
- Attend the weekly Diary Meeting, the Heads of Department meeting, the Health, Safety & Security (HSS) meeting and the Sustainability group;
- Work with others to ensure that the Cathedral environs are clean, free of litter and in good order;
- Facilitate maintenance work arranged by the Facilities Manager - enable access for workers as required;
- Perform such other duties as from time-to-time occasion determines and under the direction of the Precentor.

#### **Liturgical Services**

- Be Head Verger on all formal occasions and be dressed in cassock and gown. Participate at the Cathedral services in accordance with the traditions and accepted practices under the direction of the Dean and Chapter;
- Liaise with the Precentor about arrangements for all services, and with the Head of Events in respect of concerts, exhibitions and other events;
- Ensure that there is a Verger available to lead robed clergy to and from all services whether choral or said;
- Keep a Register of all services and preachments and supervise the laying out of vestments, vessels, books etc;
- Ensure that all altar linens are kept clean and in good repair, and refer the need for replacements to the Precentor;
- Arrange with the twice-yearly cleaning of the choir robes with the Music Department;
- Be responsible for the Cathedral sound system, its effective working and maintenance, and for staff training in its use;
- Ensure that all altar frontals, hangings and banners are liturgically correct according to season;
- Be responsible as Clerk for the completion of Marriage documents and Banns Certificates for which there is a statutory fee. Ensure all other records (Baptism, Confirmation etc.) are properly kept;
- Complete the Annual Returns for the Diocese and the Church of England, and carry out monthly internal KPIs.

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### **Security**

- Arrange repairs as necessary to church plate and fabric used for worship;
- Maintain a vigilant eye on the Cathedral complex in relation to security. Regularly check the Cathedral and effectively give a 'presence' around the whole site, together with welcomers, day chaplains, and stewards;
- Work with the Facilities Manager to ensure that the fire and burglar alarm systems are in good working order and that the burglar alarm system is set at all times when the Cathedral complex is closed;
- Conduct regular security reviews with the Metropolitan Police and implement recommendations, in conjunction with the Property Department;
- Liaise with the London Fire Brigade and ensure that the Cathedral follows recommended fire procedures, and that firefighting equipment (including dry risers) are regularly serviced;
- Respond to emergency call outs;
- Maintain a disaster recovery plan in conjunction with the Chief Operating Officer and the Head of Property.

### **Administration**

- Maintain the budget for the Vergers Department in consultation with the CFO & Precentor;
- Be responsible for the ordering and stock control of supplies of candles and Sacristy requisites; of all necessary cleaning materials, and of all electrical needs;
- Be responsible for and reconcile the use of the Vergers payment card;
- Plan rotas and allocate work to the Verging team;
- Assist with planning the Cathedral diary in conjunction with the Head of Events.

### **Ministry of Welcome**

- Create a climate of welcome that reflects the Christian ethos, working with the Visitor Engagement and Events teams, Day Chaplains and Cathedral Guides in order to ensure this.

### **Care of Valuables and Monies**

- Ensure that all monies collected in the Cathedral be placed in the safes at regular intervals and kept there until banked;
- Be responsible for the care of the contents of the Sacristy;
- With the authority of the Dean or Precentor, lend any article (including vestments), belonging to the Dean and Chapter, enter such loans in the Cathedral diary, and require as a receipt the signature of the borrower against such entry.

### **Health and Safety**

- Oversee, with the whole verging team, the day today implementation of Health & Safety policies, the Safeguarding Policy and Unacceptable Behaviour Policy, in conjunction with the Property department and the Health, Safety & Security (HSS) Committee;

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- Maintain an Accident Book, ensuring that all incidents in the Cathedral are recorded and reported at the HSS Committee.

### Concerts and Other Events

- Supervise the setting-up and removal of all displays, exhibitions and notices within the Cathedral;
- Supervise the arranging of furniture and staging for concerts, plays and services and for their restoration afterwards.

### Person Specification

#### Skills/Aptitudes

- Ability to maintain the highest standards of confidentiality and discretion;
- Proficient in the use of the Microsoft Office suite, including Microsoft Word, Excel and Outlook;
- Excellent interpersonal skills with people at all levels – internally and externally;
- Strong leadership, management and influencing skills
- Strong written and oral communication skills;
- Effective planning and project management skills, with the ability to set and work to deadlines;
- Ability to remain calm and perform to a high level under pressure;
- Ability to move between big picture thinking and minute detail.

#### Knowledge/Experience

- Experience of implementing new systems and processes to improve efficiency;
- Experience of and commitment to continuous organisational improvement and the ability to act as an agent of change;
- Experience of working in a public-facing role;
- Experience of working in an organisation with both paid staff and volunteers;
- Experience of working within a faith setting;
- Experience of an Anglican or liturgical church and familiarity with the Church of England and its structures.

#### Personal Attributes

- Self-motivated and enthusiastic;
- Pragmatic and solution-oriented;
- Committed to high standards and continual improvement;
- Willingness to engage with & implement the use of new software, applications and systems;
- Demonstrates a sympathy for the values, aims and ethos of Southwark Cathedral;
- Must be able to meet the physical demands of the role – including lifting, accessing all areas of the Cathedral site, working at height, climbing steps to the Tower;
- A communicant member of the Church of England - or a Church in communion with the Church of England (Desirable)

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Southwark Cathedral is committed to being an Equal Opportunities Employer. We believe in promoting and building a diverse and inclusive team, and workplace, culture and governance structures that are welcoming to and respectful of all. We welcome applications from all suitably qualified people whatever their ethnicity, background, age, disability, long term condition, sexual orientation, gender identity, or any other characteristic protected by law.

Safeguarding is at the core of all we do. We follow best practice for Safer Recruitment.

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### **Terms and Conditions**

#### Working Hours

The working hours shall be 35 per hours a week (exclusive of meal breaks), normally consisting of five 8-hour shifts. Shifts operate between 07.00-23.00hrs seven days a week. When the needs of the Cathedral demand, you may be expected to work at such times outside those normal hours as may be necessary for the property completion of your duties.

#### Annual Leave

25 days paid leave per annum, as well as statutory bank holidays and an extra day at Christmas. After 10 years' service, an additional 5 days paid leave (pro-rata).

#### Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

#### Season ticket loan

Once the probationary period has been completed satisfactorily, the person appointed will be eligible to take out a season ticket loan.

#### Pension

The person appointed will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund. The Cathedral will contribute half of the annual premium of 10% of salary.

#### Working Expenses

Reasonable out of pocket expenses will be reimbursed.

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### **Privacy Notice**

For more information on how Southwark Cathedral processes applicant data, please refer to our HR Privacy Notice on the Vacancies page on the Cathedral website:  
<https://cathedral.southwark.anglican.org/about-us/job-vacancies/>