



## Verger /Assistant Verger

### Person Specification

#### Qualifications and Knowledge

|                                                                |           |
|----------------------------------------------------------------|-----------|
| Strong written and verbal communication skills                 | Essential |
| Knowledge of the liturgical year                               | Essential |
| Knowledge of safeguarding and child protection best practice   | Desirable |
| Training in first aid, health and safety, and as a fire warden | Desirable |

#### Experience

|                                                                    |           |
|--------------------------------------------------------------------|-----------|
| Experience of a public facing role                                 | Essential |
| Experience of working with volunteers                              | Essential |
| Experience as an altar server or sacristan                         | Essential |
| Experience of previous work as a verger, or work in a similar role | Desirable |

#### Skills and Competencies

|                                                                           |           |
|---------------------------------------------------------------------------|-----------|
| Ability to organise time and meet deadlines                               | Essential |
| Ability to use IT, including email and Word                               | Essential |
| Ability to work well under direction                                      | Essential |
| Ability to use steps and ladders, move furniture, and dig interment plots | Essential |
| Ability to work well in a team                                            | Essential |
| Ability to work calmly and efficiently under pressure                     | Essential |
| Ability to operate sound desk, AV equipment and heating                   | Desirable |

#### Personal Attributes

|                                                             |           |
|-------------------------------------------------------------|-----------|
| Awareness of the importance of maintaining confidentiality  | Essential |
| Ability to think flexibly and try new things                | Essential |
| A personal Christian faith                                  | Essential |
| A commitment to diversity and inclusion                     | Essential |
| A reliable person with a collaborative approach to ministry | Essential |
| Willingness to take on leadership as part of the staff team | Desirable |

*Enhanced DBS clearance will be required for this post*