**Job Title: Verger**

Christ Church Cathedral is the spiritual heart of the city, and one of the top visitor attractions in Dublin. The Cathedral is also popular as a venue for concerts, gala dinners and other events.

The Cathedral is seeking a suitably experienced candidate to join our Verging team. The Vergers’ responsibility is to care for the cathedral’s upkeep, maintenance and security and to welcome all who enter it. Vergers will be involved in preparing for and assisting in aspects of daily worship as well as contributing to the smoother operation of the cathedral as a heritage and cultural attraction welcoming thousands of pilgrims and visitors every year.

**Hours of work:**

Full-time, working five days over seven days (Monday to Sunday).

**Overview**

Christ Church Cathedral employs a team of vergers who are tasked with upholding the dignity of worship in the Cathedral, to care for its security and to welcome all who enter it. The duties of the verging team are wide ranging. They include participation in the daily round of regular services and special services and their preparation; acting as a point of contact for the many concerts and special events that take place throughout the year; contributing to the management of a safe and welcoming environment for all; and looking after the security of the site including daily locking-up routines. The verger post sits within the Vergers’ team and reports to the Cathedral Manager.

The department is under the care and management of the Cathedral Manager and ultimately the Dean. The post holder will be expected to work closely with a number of other staff and volunteers.

**Principal Tasks**

**Care of the Cathedral and its precincts**

* Responsibility, for the opening and unlocking in the morning, and for the closing and locking-up at night, of the Cathedral and its precincts.
* Sharing, with the other members of the verging team, the responsibility for internal maintenance and running of the Cathedral and precincts.
* General cleaning and tidying as directed by the Cathedral Manager
* Keeping a vigilant eye on the Cathedral and its precincts with regard to security, conducting checks on the buildings and helping to maintain a visible staff presence across the site.
* Assist in the maintenance of good order throughout the Cathedral and its precinct and ensure that decorum is maintained within the Cathedral at all times.

**Liturgical duties**

* To be a verger on formal occasions, dressed in cassock and gown, participating in processions and verging at Cathedral services in accordance with the traditions and practices of Christ Church Cathedral.
* To be on duty on key religious periods e.g. Christmas, Easter and other important occasions as required.
* When on duty, to verge and assist at Eucharist, Choral Evensong and other occasions as required.
* Preparation of books, altars, vestments and vessels as required for services.
* In the absence of clergy or designated lay readers, to conduct Morning and Evening Offices.

**(Full training will be provided for all liturgical responsibilities)**

**Concerts and events**

* Assist with setting up and removal of all contents and furniture as necessary for concerts, events and services (including staging), and for their restoration afterwards.

**Ministry of Welcome**

* Provide a welcome to visitors as and when required, making sure that all visitors are received in a friendly, tactful and helpful manner. When it is necessary to be firm, this should be without giving offence.
* Support the work of the volunteer staff and Lay Readers when required.

**Health & Safety**

* Ensure that all areas of the Cathedral and its precincts which are accessible to staff, visitors and contractors are maintained in a safe manner and that any hazards or defects are reported to the Health and Safety Officer, Facilities or Cathedral Manager.
* Knowledge of the positions of all firefighting equipment and their safe and appropriate use in an emergency.
* Knowledge of emergency procedures including building evacuation and contact routines.

**General**

* Communicate all messages, and report all defects, security breaches, incidents and accidents to the appropriate authority so that action can be taken.
* Perform ad hoc duties reasonably required by cathedral management

**Person specification**

**Essential**

* A good team player with the ability to relate equally well with staff and volunteers.
* Displaying an understanding of worship and an appreciation of the importance of dignity
* A friendly and welcoming personality able to offer a warm welcome to all who visit or use the Cathedral for worship, for concerts and events or as tourists - even at the end of a long shift.
* Enthusiastic, energetic and practical
* Able to work under pressure
* Able to demonstrate sympathy with the aims and objectives of Christ Church Cathedral
* Flexible and willing to work overtime and shift-work when required
* Competent in the use of basic Microsoft Office applications and email
* Good communication skills, both written and oral
* Able to reach all areas of the Cathedral and associated buildings without mechanical assistance, carry heavy loads, climb stairs, and do such physical work as is required.
* Neat personal presentation essential.

**Desirable**

* Previous experience in a similar position within a Church or Cathedral, paid or voluntary
* Awareness of the terminology and language of the Anglican Church

**Safeguarding**

Christ Church Cathedral is governed by the Church of Ireland’s Child Protection policy, Safeguarding Trust. This requires that all staff working with children or vulnerable adults undergo Garda vetting. Staff cannot commence work with children or vulnerable adults until they have been successfully vetted by the Garda Vetting Bureau on behalf of Christ Church Cathedral.

Due to the anticipated high level of interest in the position, we will only contact successful candidates who meet the requirements of the position.

**Application closing date is Friday 10th July 2022 at 5.00pm**

**APPLICATION PROCESS**

Please send a CV and cover letter.

**Applications should be sent to:**

Paula Hennessy

HR Manager,

Christ Church Cathedral,

Christchurch Place,

Dublin 8

**Or by email:**

careers@christchurch.ie