

**Job Description**

<b>Job Title:</b>	<b>Relief Virger</b>
<b>Reporting to:</b>	The Head Virger
<b>Supervisory Responsibility:</b>	None
<b>Financial / Budgetary Responsibility:</b>	None
<b>Salary:</b>	£7.58 per hour - £3,942 per annum <i>(Some overtime rates will also apply)</i>
<b>Hours of Employment:</b>	10 weeks at 21 hours/week 42 weeks at 8 hours/week
<b>Holiday Entitlement:</b>	50 hours, taken from the 42 weeks at 8 hours/week
<b>Probationary period:</b>	There will be an initial period of 12 weeks probation
<b>Period of Notice:</b>	One month in writing from either the PCC or post holder.

**Job Purpose**

The Relief Virger supports the full time Virgers, undertaking the same tasks and responsibilities but on a part time basis.  
Virgers prepare the Minster for, and have a prominent role in, the conduct of public worship. The Virgers ensure the cleanliness and security of the building and are a primary point of contact with visitors and all who come to the Minster and its facilities.

The Relief Virger works an ‘Annualised Hours’ contract of 520 hours. These are taken flexibly, normally 8 hours per week (on Thursday evenings and Sunday afternoons) for 42 weeks per year, and 21 hours per week (covering for holidays) for 10 weeks per year. Hours may also be varied depending on specific circumstances, e.g. cover for sickness, or working with the other Virgers on a major service.

**Main Duties and Responsibilities:**

Beverley Minster is a Christian Church which exists to glorify God and serve the community. Members of staff are therefore expected to maintain the highest professional standards of performance, tact, politeness and confidentiality.  
Those who interact with the public should maintain a smart appearance.  
They are also expected to support and facilitate the clergy in the breadth of their ministry.

## Specific Duties

- To prepare for services and restore everything tidily afterwards acting as Sacristan as directed by the Head Virger or clergy. This may include moving furniture and staging.
- To take part in worship by escorting clergy in procession and with other functions as required.
- To undertake such cleaning duties as shall be deemed necessary in the Minster, Halls and rooms
- To assist in the care of the silver, altar linen, hangings etc.
- To advise the Head Virger when supplies of liturgical requisites are running low.
- To be responsible for the security of the Minster and the keys, when on duty [in co-ordination with the Minster Welcome Team] and to open up and lock the building.
- To be responsible for seeing that all money on the premises [eg shop takings, Visitor boxes] is locked in the safe prior to going off duty.
- To work in conjunction with the Welcome team, to welcome the public in a polite and caring manner, being firm but considerate when restrictions apply.
- To give particular attention to the needs of the disabled and to be the first point of contact for the pastoral care of the distressed, being aware of the resources available and referring them to others when appropriate.
- To deal appropriately with emergencies or accidents in line with training.
- To become familiar with the main points of historical and architectural interest in the Minster and give guided ground floor and roof tours having regard for specific requirements eg the school curriculum.
- To liaise with volunteer guides
- To conduct the twice daily roof tours, taking paying members of the public into the Minster's roof space.
- To assist in liaising with employees of the Beverley Minster Old Fund in co-ordinating events and services and to facilitate them in being able to do their work
- To be responsible for the efficient operation of the sound system and to inform the Head Virger of any faults
- To be responsible for the accurate timekeeping of the clocks and the normal operation of the chimes. To raise and lower the flags as required. To toll the prayer bell for the daily offices
- To be available to work overtime, with due notice, for special services and events
- To liaise with the Head Virger and other staff members to ensure the smooth running of all events and activities
- To promote equal opportunities in all aspects of the role
- To ensure compliance with relevant legislation, statutory codes of practice and Health and Safety legislation
- To participate in the arrangements for performance review and appraisal
- To ensure that professional skills are regularly updated through participation in training and development opportunities

### Additional responsibilities:

- Any other duties as may be reasonably required by the clergy and line managers
- Ensure that the highest standards of professional performance are maintained

## Health & Safety

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

**Person Specification**

**Job Title: Relief Virger**

**This Person Specification focuses on the skills, experience, knowledge and qualifications required to undertake this role.**

<p><b>Requirements</b></p> <p>The post holder must be able to demonstrate</p>	<p><b>Essential E Desirable D</b></p>	<p><b>Measured by:</b></p> <p><b>A</b> Application form</p> <p><b>I</b> Interview</p> <p><b>T</b> Test</p>
<p><b>Education / Training</b> <i>[Academic, vocational/professional training]</i></p> <ul style="list-style-type: none"> <li>• An understanding of the Christian faith</li> <li>• An interest in history and architecture</li> <li>• A willingness to learn about the history and architecture of the Minster</li> </ul>	<p>E D E</p>	<p>I I I</p>
<p><b>Knowledge and Experience</b> <i>[eg report writing, IT skills]</i></p> <ul style="list-style-type: none"> <li>• Sympathy with the practice of the Christian faith</li> <li>• Commitment to carrying out the Minster’s mission and ministry</li> <li>• Experience in undertaking a wide range of practical and cleaning tasks</li> <li>• Basic competency in ICT</li> </ul>	<p>E E E D</p>	<p>I I I A</p>
<p><b>Competencies</b> <i>[eg interpersonal, communication, decision making]</i></p> <ul style="list-style-type: none"> <li>• Physically fit, with the ability to climb up to 200 stairs and move heavy furniture.</li> <li>• Able to work as part of a team and under own initiative</li> <li>• Verbal communication</li> <li>• Written communication[including spelling and grammar]</li> <li>• Accuracy and attention to detail</li> <li>• Able to plan and prioritise own work load</li> <li>• Interpersonal skills and ability to relate appropriately to a wide range of people and contexts</li> <li>• A flexible approach to work</li> </ul>	<p>E E E E D D E D</p>	<p>T A I A T I I I</p>