

Job Description

Date of Job Description	May 2025
Job Title	Assistant Virger
Department	Virgers
Reporting To	Head Virger

Role Summary	The Assistant Virger role is a key member of staff who is responsible for managing all activities within the interior of Beverley Minster and associated premises.
General Context	<p>Beverley Minster is a Christian Church which exists to glorify God and serve the community.</p> <p>Members of staff are therefore expected to maintain the highest professional standards of performance, tact, politeness and confidentiality.</p> <p>Those who interact with the public should maintain a smart appearance.</p> <p>They are also expected to support and facilitate the clergy in the breadth of their ministry.</p>
Duties and Responsibilities	
Worship	<ul style="list-style-type: none"> • Ensure the arrangements for worship are exemplary as directed by the Head Virger • To act as Sacristan and prepare for services in the Minster and the Parish Hall, including furniture and staging and restoring everything tidily. • To take part in worship by escorting clergy and choir in procession, virging readers and preachers, and with other functions as required, wearing designated gown and robes. • To be on duty on Easter Day, Christmas Eve and Christmas Day and at other major festivals as required. • To operate the sound system during worship and through the week. To take appropriate action in the event of any faults. • Record and stream online services at the Minster. • To ensure back up microphones with fully charged batteries are available for all services. • To administer communion when required. • To ensure that prayer candles are available during opening hours and that cash is removed regularly. • To supervise the care of altar linen, hangings, altar frontals and banners. • To monitor and replace supplies of liturgical requirements.

Life Events	<ul style="list-style-type: none"> • To prepare the Minster for occasional offices, liaising with Wedding Planners, Funeral Directors and Clergy. • Preparing the church and grounds ready for funerals, weddings, baptisms. • Guide funeral processions.
Minster Events	<ul style="list-style-type: none"> • Attend site meetings with customers and other team members. • Be the main port of call for event organisers on the days of their event. • Ensure that the arrangements for concerts and events meet both the requirements for the client and the Minster. • Required to erect staging, set up seating for up to 600 people, set up electrics, sound and lighting for events. • Set up of refreshments / bar areas for events. • Responsible for ensuring that the Minster and associated buildings are kept clean and when required toilet facilities are re-stocked.
Room Hire	<ul style="list-style-type: none"> • Set up of tables and chairs for room hires when required • Set up of refreshments when required • Set up of IT equipment including projectors, screens and sound. • Regular checks of hired spaces to ensure spaces are left clean and tidy, pots washed and rubbish removed. • Breakages identified and where possible fixed / replaced.
Visitors and Volunteers	<ul style="list-style-type: none"> • Be a primary point of contact for visitors and volunteers, ensuring that the Minster is open, welcoming and worshipful. • Responsible for the safe management of visitors who may have the potential to become challenging.
Finance	<ul style="list-style-type: none"> • With approval from the Head Virger, ordering and purchasing of supplies including, cleaning supplies, general maintenance equipment, liturgical supplies, refreshments. • Responsible for cash handling and the security of cash on the premises • Security of silverware • Responsible for ensuring all cash and silverware are kept locked securely in the safe when not in use.
Health and Safety	<ul style="list-style-type: none"> • Be responsible for daily health and safety of the interior and exterior of the Minster and its facilities ensuring that all visitors and volunteers have a safe experience. • Be the first port of call for contractors to the Minster and associated buildings. • Act upon reports of hazards quickly and effectively.

	<ul style="list-style-type: none"> • Conduct monthly / annual health and safety checks for the Minster and associated buildings, including checking first aid kits, defibrillators, emergency lights, fire alarms. • You will be required to work at heights including high level work around the clerestory using safety lines.
Manual Handling	<ul style="list-style-type: none"> • Daily moving and handling of up to 500 chairs • Regular moving and handling of tables • Regular moving and handling of supplies including boxes of candles, refreshments and equipment. • Installation of 150 Christmas trees for the Christmas tree festival.
Security / Fire	<ul style="list-style-type: none"> • Key holder for the Minster and associated buildings. • Responsible for the security of the Minster, supervising opening and closing arrangements. • On the emergency call out list for the Fire and Intruder Alarms for Minster properties.
Roof and Tower Areas	<ul style="list-style-type: none"> • To be responsible for the accurate time keeping of the clocks and normal operation of the chimes. • Raise and lower flags when required • Escort contractors around all areas of the Minster including roof spaces, towers and clerestory.
Additional Responsibilities	<ul style="list-style-type: none"> • Ensure that the highest standards of professional performance are maintained • Promote equal opportunities in the work of the departments • Ensure compliance with relevant legislation and statutory codes of practice as advised. • Participate in annual performance reviews • Ensure that professional skills are regularly updated through participation in training and development activities. • Any other duties that may be reasonably required.
Hours of Work	<ul style="list-style-type: none"> • Your hours of work will normally be between 07:00 and 21:00 • When required you will work unsocial hours which may include working up to 01:00 for large events and some services of worship. • You will be required to lone work.
Training	<ul style="list-style-type: none"> • High level training, boss evacuation training and other relevant training will be provided.

Person Specification

This person specification focuses on the skills, experience, knowledge and qualification required to undertake the role.

Requirements	E - Essential D - Desirable
Education / Training <i>(Academic, vocational, professional training)</i> <ul style="list-style-type: none"> Qualification or experience in construction, joinery, plumbing, or building maintenance Guild of Virgers Diploma A willingness to learn about or an interest in the history and architecture of the Minster Previous first aid training Previous PASMA training Previous working at heights training Competent IT skills, e.g. Microsoft software 	 D D D D D D E
Knowledge and Experience <ul style="list-style-type: none"> Experience of domestic cleaning duties and cleaning of listed buildings Previous experience working in a customer service or tourism role. Previous experience working concerts and events Previous experience being responsible for HSE tasks Previous experience managing people 	 D D D E D
Knowledge of the Christian Faith <ul style="list-style-type: none"> An understanding of the Christian Faith Sympathy with the practice of the Christian Faith Commitment to carrying out the Minster's mission and ministry. 	 D E E
Competencies <i>(interpersonal skills, communication, decision making)</i> <ul style="list-style-type: none"> Able to work as part of a team and under own initiative Professional and accountable approach to work with a willingness to set high standards Excellent verbal communication Good written communication Accuracy and attention to detail Able to plan and prioritise own workload Excellent interpersonal skills and ability to relate appropriately to a wide range of people and contexts Ability to handle potentially challenging situations calmly and effectively A calm, practical, flexible approach to work 	 E E E E E E E E E

<ul style="list-style-type: none"> • Ability to manage demands under pressure and handle last minute changes • Excellent organisational skills 	E E
Physical Fitness	
<ul style="list-style-type: none"> • A high level of physical fitness • Ability to undertake multiple manual handling tasks on a daily basis • Physical fitness to a level which enables you to climb 13 flights of spiral staircase on a daily basis, climb ladders and scaffolding. • Ability to regularly work in confined spaces • Ability to regularly work at high levels using harnesses and safety lines • Able to regularly withstand working in cold temperatures 	E E E E E E