

Job Description

Job Title: Assistant Virger (Clerical Support included)

Function: Operations

Job Holder:

Location: Beverley Minster

Reports to Title: Head Virger

1. Job Purpose

The Assistant Virgers are responsible to the Head Virger for the delivery and management of all activities within Beverley Minster and its associated premises and for the security of the estate. The job holder may also arrange the storage and preparation of liturgical supplies and support the clergy in the breadth of their ministry.

2. Principal Accountabilities

- Support the Head Virger to ensure that services and other activities held within the building are delivered with the agreed level of supervision, management and security. When necessary this will include acting as Sacristan
- Assist visiting clergy and facilitate their participation in services
- Production of rotas, spreadsheets, booking forms, site visit forms
- Daily monitoring and responding to emails
- Gathering and circulating various statistics to the relevant people
- Provide support to the Head Virger for the seasonal activities and festivals held at the Minster. This will include the provision and clearing away of all necessary furniture, staging, A/V equipment etc.
- Ensure the operation of the building utilities (i.e. heating) to the agreed level
- Aid the Head Virger in the planning and execution of commercial and non-commercial activities organised by the PCC
- Ensure the health and safety of all persons (staff and visitors) within the Minster
- Liaise with the Old Fund employees and contractors to ensure their work can be satisfactorily and safely completed
- Comply with all systems and procedures in line with HSE targets set by the PCC

3. Job Context / Key Challenges

- Beverley Minster is the largest parish church in England and is recognised as one of the top three churches architecturally in the UK
- The Assistant Virger role is key to ensuring a worshipful and welcoming environment.
- Ensuring compliance with all relevant legislation, statutory and Church codes of practice on behalf of the PCC
- The Assistant Virgers are required to possess enhanced DBS certification and adhere to the PCC's Child Protection and Safeguarding Policy.
- Promote equal opportunities and diversity in the work of the Minster
- Comply with the Minster's high standards of ethical and professional performance
- Participate in annual performance reviews

4. Knowledge and Experience

- Possession of a basic knowledge of the church and an understanding of how it function
- Previous experience in a relevant role
- Ability to work as part of a team and excellent interpersonal skills
- Excellent time management skills
- Excellent IT skills and knowledge of Microsoft applications