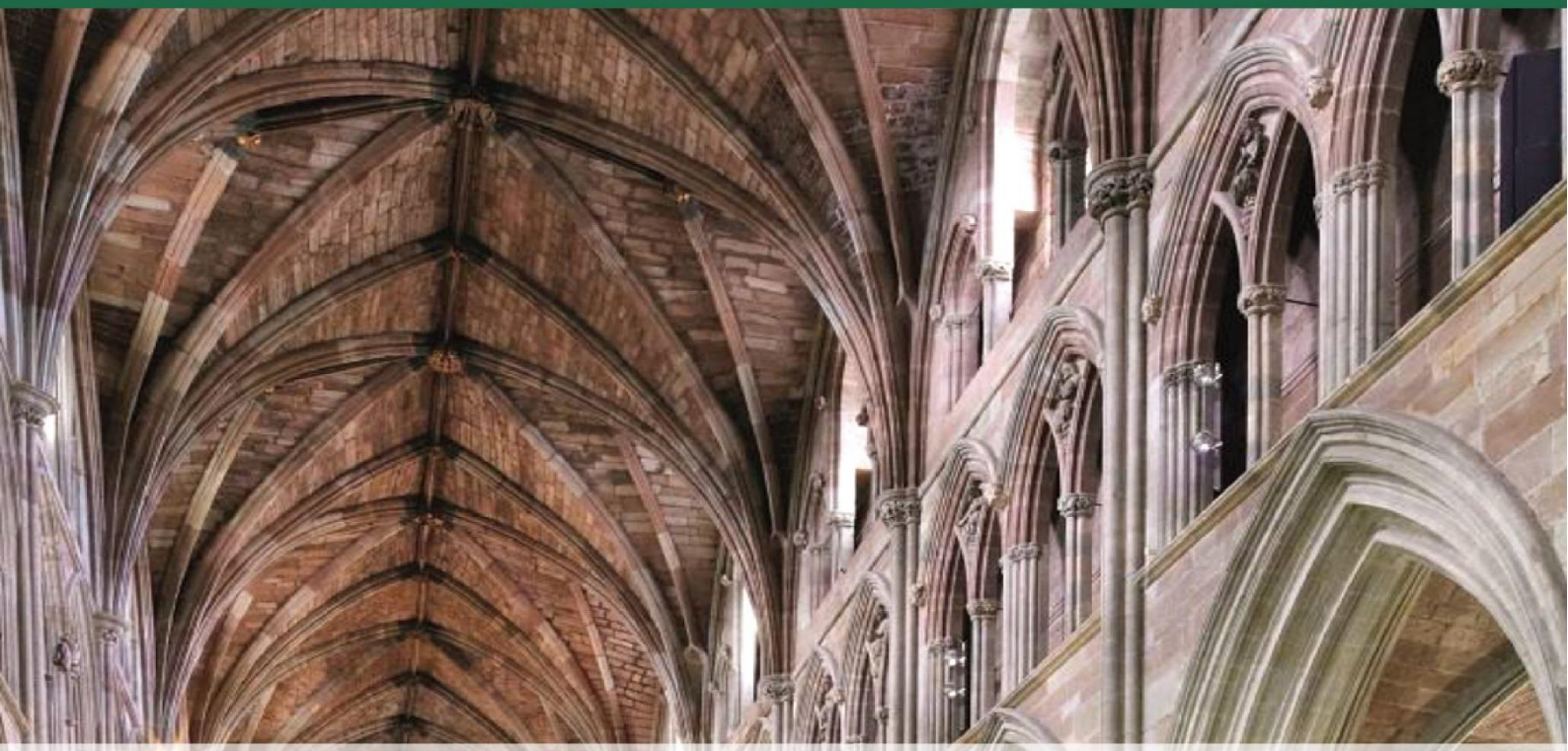
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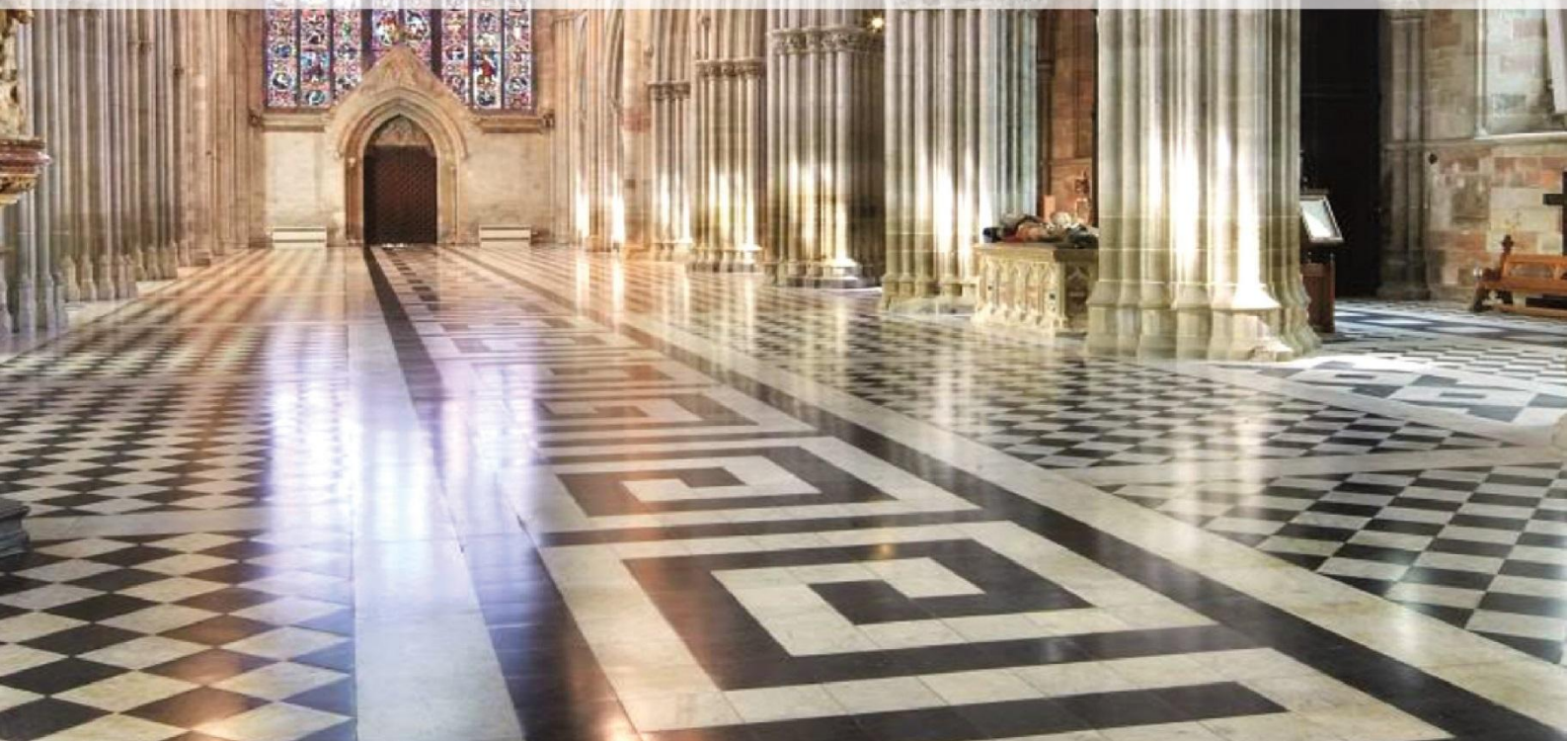
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Application Pack

Cathedral Verger *(Services & Events)*

October 2026



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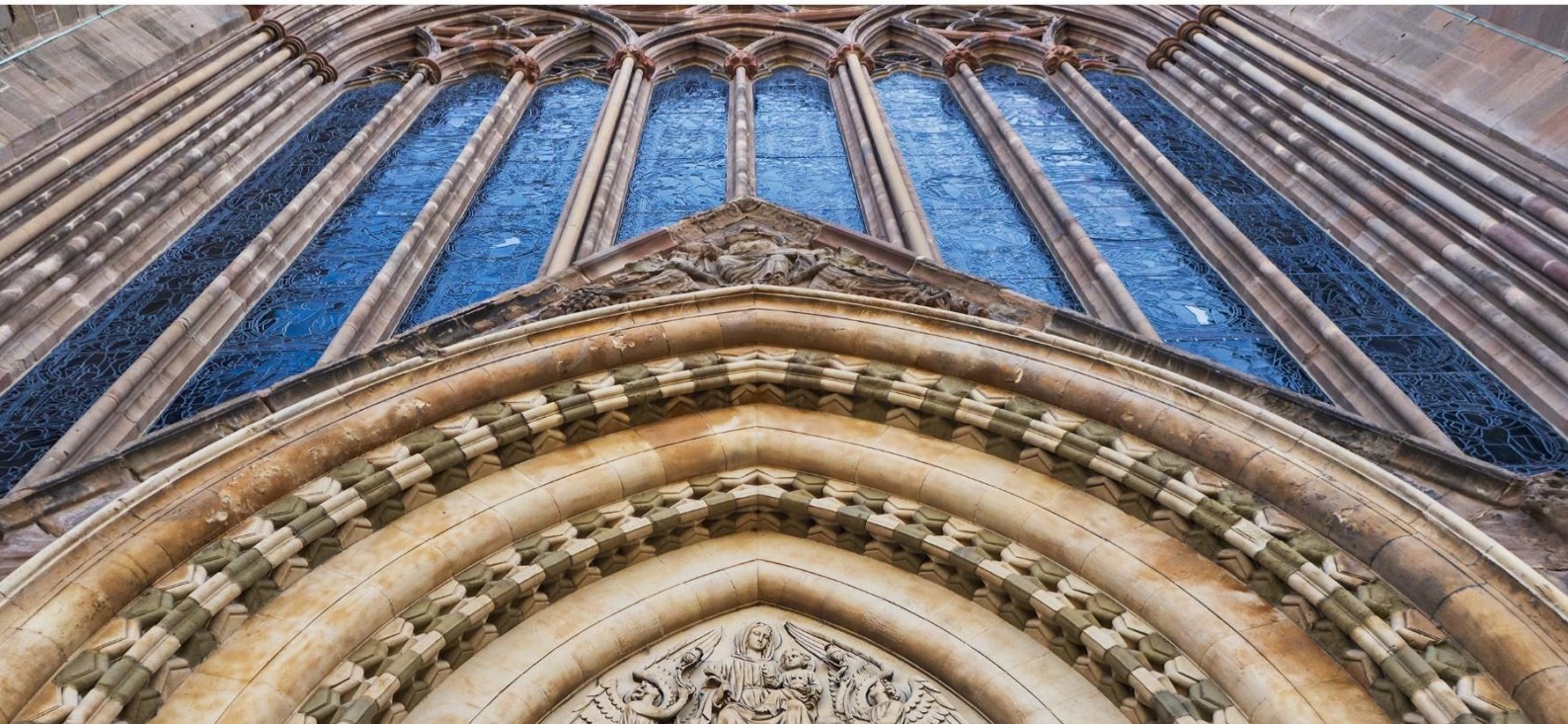
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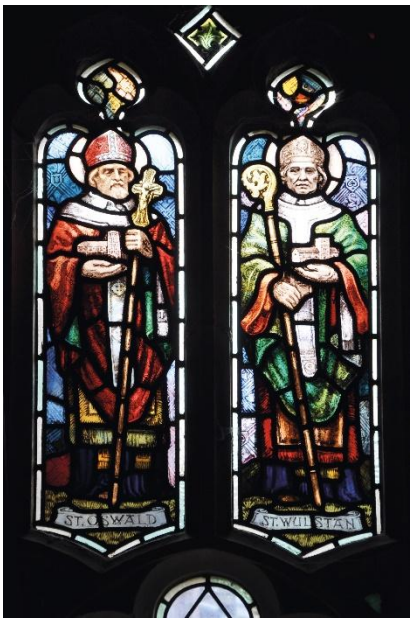
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About Worcester Cathedral

WORCESTER CATHEDRAL



Worcester Cathedral is a magnificent sight as it rises majestically above the River Severn. Worcester has been the seat of a bishopric since the Seventh Century, and the Cathedral was served by monks until the Reformation. St Oswald and St Wulfstan were among the bishops. Since the eighteenth century, the Cathedral has been famous for its part in the annual Three Choirs Festival, the oldest choral festival in existence. Today the Cathedral is the centre of a vibrant community of clergy and laypeople, offering the praises of God each day, serving the city and diocese of Worcester, and attracting visitors from all over the world.

Cathedrals are unique and wonderful spaces, providing welcome and inspiration to pilgrims, visitors and future generations. They are integral to their local communities (never more so than during the coronavirus pandemic) but also recognised nationally and globally as key heritage sites.

Our Cathedral community is diverse with over 70 staff and 200 volunteers. We are rightly proud of the tremendous heritage and number of partners we work with across the Cathedral and City to provide a warm welcome to our visitors, to promote learning about the history of the Cathedral, attend our many events and activities and to participate in the worship and music that is at the heart of our Cathedral.



Management and Governance

WORCESTER CATHEDRAL

The governance of the Cathedral is the responsibility of the Chapter, which comprises residentiary canons and lay canons with professional expertise and is chaired by the Dean. The Chapter is responsible for strategy, oversight and financial sustainability and meets monthly. Under the current Constitution and Statutes, there are four main committees that have delegated tasks from Chapter, including the Safeguarding Committee, the Finance Committee, the Congregational Committee, and the Nominations Committee. In addition, there are other standing groups, such as the Fabric Advisory Committee (required under the Care of Cathedrals Measure).

The Senior Executive Group (SET) is responsible for the day-to-day management of the Cathedral, operating under the oversight of the Chapter to further the objects of the Chapter and to implement its strategic and operational aims, vision and priorities. Together with the COO through this meeting the Dean and Residentiary Canons exercise their executive role in the leadership of the Cathedral through their supervision and encouragement of senior members of staff. In addition, a Senior Management Group (SMG) comprises of the wider team of senior lay staff and clergy in their executive functions. This group is concerned with management, delivery, and collaboration and provides a forum for sharing current work and looking ahead to forthcoming activities and projects.

The Cathedral is blessed with a committed and skilled workforce, who are deployed to such diverse functions as welcome, events management, education, worship, finance, fundraising, stonemasonry, estates management and maintenance, music, communications, library collections and archaeology. In addition, the Cathedral's central function also supports the retail and catering operations of Worcester Cathedral Enterprises Ltd and the management of St Oswald's Hospital almshouses.



The Role

WORCESTER CATHEDRAL

Cathedral Verger (Services and Events)

A Cathedral Verger plays a crucial role in enabling the worship, welcome and mission of Worcester Cathedral. Working at the heart of cathedral life, the Verger team ensures that worship is conducted with dignity and care, visitors receive a warm welcome, and the Cathedral is presented to the highest standards. This is a varied and rewarding role requiring excellent organisation, attention to detail, practical skills and a commitment to serving the Cathedral's Christian ministry.

Beyond the visible aspects of the role, vergers also have a pivotal role in managing the Cathedral's security measures. This includes the regular testing of fire and intruder alarm systems to comply with safety regulations. By conducting these tests, vergers are prepared for potential emergencies, contributing to the safety and security of the Cathedral's staff, visitors and treasures. Their vigilance helps to protect the historic and architectural features of this special place.

Job Description

WORCESTER CATHEDRAL

Job title:	Cathedral Verger (Services and Events)
Department:	Vergers
Reporting to:	Head Verger
Hours of work:	24.75 hours per week (0.6 FTE)
Salary:	£16,358 (FTE £27,263)
Position start date:	week commencing 4th January 2027

Job Purpose

A Cathedral Verger plays a central role in the worship, welcome and mission of Worcester Cathedral. Working within a small and dedicated team, the Verger is responsible for preparing the Cathedral for daily worship, special services, concerts, exhibitions, civic occasions, commercial events and other activities taking place on the Cathedral floor. The Verger ensures that all services and events are delivered safely, professionally, efficiently and with appropriate dignity and care.

The Verger team forms an integral part of the Cathedral's front-of-house operation, regularly engaging with clergy, congregation members, volunteers, visitors, venue hire organisers, contractors and members of the public. Through their ministry of welcome and service, Vergers contribute significantly to the Cathedral's reputation as a place of worship, hospitality and excellence.

The postholder reports directly to the Head Verger.

In addition to their core verger duties, the postholder may have opportunities to undertake additional paid hours supporting other Cathedral departments, including Visitor Welcome and Admissions, Tower Operations, Retail and Catering, Events, and other visitor-facing functions. Such work will be agreed in advance and must not conflict with or diminish the postholder's primary responsibility for fulfilling their contracted Verger duties. The postholder remains accountable to the Head Verger at all times.

Job Description

WORCESTER CATHEDRAL

Main duties and responsibilities

Preparation of the Cathedral for Services and Events:

The Verger team is responsible for ensuring that the Cathedral is appropriately prepared for all services, ceremonies, events and visitor activities. This work supports the core purpose of the role and is fundamental to ensuring that worship and events are delivered safely, efficiently and to the highest possible standard.

- Preparing the Cathedral and associated spaces for daily worship, special services and seasonal liturgies.
- Setting out vestments, service books, vessels, linen, candles and other liturgical items required for worship.
- Preparing the Cathedral for baptisms, confirmations, weddings, funerals, ordinations, installations, civic services and national commemorative events.
- Setting out furniture, staging, seating, barriers and display equipment for concerts, exhibitions, conferences and external venue hire activities.
- Ensuring all spaces are clean, safe, presentable and operational before services and events commence.
- Operating and testing audio-visual, livestreaming and public address systems as required.
- Undertaking post-event and post-service clear-down, storage and resetting of Cathedral spaces.
- Liaising with clergy, musicians, events team & promoters, volunteers and contractors to ensure operational requirements are met.
- Acting as Cathedral Lead for services and events when delegated by the Head Verger.

Worship and Liturgy:

- Prepare the Cathedral for all services and acts of worship in accordance with the Cathedral Customary and instructions issued by the Precentor and Head Verger.
- Lead and participate in processions and ceremonial occasions.
- Support clergy, musicians, servers and volunteers during services.
- Operate the Cathedral PA, livestreaming and audio-visual systems during services and events.
- Assist with weddings, funerals, confirmations, ordinations and major diocesan and civic occasions.
- Maintain the dignity and smooth operation of worship at all times.

Job Description

WORCESTER CATHEDRAL

Cathedral Operations and Events

- Prepare, set up and clear away furniture, staging and equipment required for Cathedral events and venue hire activities.
- Support the delivery of concerts, exhibitions, commercial events and community activities.
- Act as Cathedral Lead for events when required in the absence of the Head Verger and work collaboratively with the Events Team to ensure a seamless customer experience.
- Work collaboratively with event organisers, contractors and volunteers.
- Carry out routine cleaning and presentation duties to ensure the Cathedral remains welcoming and well maintained.
- Understanding event planning, using the Cathedral's planning software system (Artifax) to ensure agreed arrangements are delivered.

Welcome:

- Provide a warm, welcoming and professional presence to all who enter the Cathedral.
- Assist visitors, pilgrims and worshippers with enquiries.
- Support the Cathedral's mission of hospitality and public engagement.
- Work alongside volunteers and other teams to ensure an outstanding visitor experience.

Security:

- To be responsible for the security of the Cathedral building and grounds, including opening and closing.
- To empty collection boxes in the Cathedral as directed.
- To respond appropriately to incidents, emergencies and safeguarding concerns, ensuring accurate recording and timely reporting in accordance with Cathedral procedures.
- To ensure that the Fire and Security systems are appropriately set at all times.
- To maintain the Cathedral Key Press and the routine for the issue and return of keys.
- To ensure that the emergency services are met and properly briefed should they be called out.
- To work within the Chapter's Health and Safety policy as it applies to the Vergers Department.

Flexibility and Additional Departmental Support

The Cathedral encourages a flexible and collaborative approach to service delivery. Subject to operational requirements and by mutual agreement, the postholder may undertake additional paid hours in other Cathedral departments, including:

- Visitor Welcome and Admissions Assistant.
- Tower Steward.
- Shop Assistant.
- Café Assistant.
- Events Support Assistant.
- First Aid responder at Old Palace events.
- Other visitor-facing or operational roles as reasonably required.

The postholder's contracted Verger duties, rota commitments and responsibilities to the Head Verger will always take precedence. Additional departmental work must not compromise the delivery of worship, Cathedral operations or the requirements of the Vergers' rota. The Head Verger will retain oversight of the postholder's workload and availability.

Health & Safety

Under the Health and Safety at Work Act 1974, 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.

Safeguarding

This role requires an enhanced DBS check.

- To be a 'first responder' in the Cathedral providing initial pastoral support to vulnerable adults and children and oversee welfare and security concerns and incident management. This includes care of children who are 'lost' on cathedral grounds.
- To provide first aid to all visitors and staff including the Cathedral choirs and choristers.
- Vergers have daily contact with vulnerable adults and children in the cathedral and are sometimes the 'lone worker' when a vulnerable person comes seeking help.

Job Description

WORCESTER CATHEDRAL

The Cathedral is committed to safeguarding and promoting the welfare of children and adults at risk who visit our premises and precinct. All staff and volunteers are expected to actively demonstrate a commitment to a culture of safeguarding by:

- Understanding and adhering to cathedral safeguarding policy and procedures.
- Maintaining professional boundaries and demonstrating behaviour that prioritises safety and wellbeing.
- Taking responsibility for identifying and promptly reporting and safeguarding concerns in line with the policy and procedures.
- Undertaking safeguarding training and fulfilling any specific safeguarding duties required in their role.
- Actively contributing to an environment where everyone feels safe, valued and empowered to raise concerns without fear of reprisal.

Cathedral ID badges must be worn at all times while on duty. Badges are for use by the named individual only.

The postholder is expected to demonstrate vigilance, professional curiosity and appropriate judgement when responding to safeguarding concerns.

Occupational Requirements

This post is exempt under Schedule 9, Part 1 of the Equality Act 2010. The role requires the post holder to be a communicant member of the Church of England or a church in communion with it, due to the missional and formational nature of the job.

Person Specification

WORCESTER CATHEDRAL

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage, or those which the job holder can be trained to do.

There is a genuine occupational requirement (GOR) that the Verger will be a communicant member of the Church of England or a church in communion with it. Full training will be given, and the appointment of the right person is more important than previous verger experience.

PERSON SPECIFICATION		
Key Criteria	**Essential**	**Desirable**
Education/ Training	No formal qualifications are required but a general standard of education to GCSE or equivalent	First aid at work Guild of Vergers Diploma Course Fire Marshal Training Security Training
Knowledge, Skills & Experience	Excellent customer service and interpersonal skills Ability to communicate effectively with people from a wide range of backgrounds Ability to work collaboratively within a team environment Commitment to safeguarding and professional conduct Reliability and strong organisational skills To have administrative competence, including the ability to plan, schedule and work to deadlines, and be competent in IT	Experience as a verger or churchwarden or volunteering in a church setting Experience working in a church, cathedral, heritage, visitor attraction or hospitality environment. Experience of volunteer engagement. Experience supporting events or public programmes.

Person Specification

WORCESTER CATHEDRAL

PERSON SPECIFICATION		
Key Criteria	**Essential**	**Desirable**
Knowledge, Skills & Experience	Ability to remain calm, work under pressure and manage multiple tasks Ability to handle difficult situations with the public in a calm and confident manner Ability to work with volunteers	Knowledge of Church of England liturgy and practice. An understanding of Safeguarding Understanding of the history and heritage of Worcester Cathedral Knowledge and understanding of using sound systems and live-streaming equipment
Work-related Personal Qualities	To be physically fit as this role requires you to be able to move and lift heavy items and to work at heights, including climbing the tower To be flexible about working unsociable hours, including weekends and evenings, and working overtime when needed Approachable with a positive and enthusiastic attitude and a good sense of humour Be a team player but able to work independently To be able to work within the ethos and mission of Worcester Cathedral as a Christian organisation Strong attention to detail	

Working for us

WORCESTER CATHEDRAL

Salary

The salary is £16,358 (FTE £27,263)

Working Patterns

This is a part-time position of 24.75 hours per week (0.6 FTE).

The Cathedral is a 7 day a week operation with services and events taking place frequently outside of normal working hours (7am-6.45pm). Flexible working will be required in the evenings, weekends, which may require early starts and late finishes.

A willingness to work during key liturgical seasons, Easter and Christmas, due to the nature of the role.

Annual Holidays

The holiday entitlement is 25 days per annum plus 8 bank holidays and 4 discretionary Cathedral additional leave days, or pro rata for part time.

For a 0.6 FTE, the annual holiday entitlement is 22.5 days, inclusive of bank holidays and discretionary Cathedral additional leave days.

Pension scheme

All eligible members of staff will be automatically enrolled into the occupational Staff Pension Scheme, operated by Royal London. Contributions will be payable by the member of staff at 4% of basic salary and a 5% contribution by the Chapter. There is also death in service cover offered to all staff. The Chapter may amend the pension scheme at any time.

Staff discount

All employees will receive a 10% discount on purchases in the Gift Shop and Café within the Cathedral.

Employee Assistance Programme

All employees and their immediate family have access to a range of confidential support through our commissioned employee assistance programme.



How to apply

WORCESTER CATHEDRAL

Application forms for the post of Verger should be emailed to jobs@worcestercathedral.org.uk, together with a completed EDM form.

Please include your full employment history, showing how you meet the requirements of the job description and person specification.

Alternatively, you can post them to:

Jodie Brookes
People Administrator
The Chapter Office
The Old Palace, Deansway
Worcester
WR1 2JE

The closing date for applications is Friday 6th November 2026, 5pm.

Shortlisting will take place week commencing 9th November 2026, with interviews expected to take place on Wednesday 18th November 2026.

Should you have any queries about this post, please don't hesitate to contact James Prior (Head Verger) at headverger@worcestercathedral.org.uk





WORCESTER CATHEDRAL

The Chapter Office
Worcester WR1 2LA
Enquries: 01905 732900
www.worcestercathedral.co.uk

Worcester Cathedral is fully committed to Equal Opportunity policies.