

1 May 2025

Church Profile

www.sjp.org.uk

Head Verger

Salary: £45,100pa (refer last page for further details)

Introduction

St James's is a lively, inclusive church in central London and draws together a diverse set of activities, projections, and aspirations. Rooted in its character as an Anglican parish church, it has a decades-long track record of gathering people of all faiths and none in a range of social outreach, earth justice and arts/music programmes.

Our Vision

Rooted in God's earth, we envision a just society and a creative, open-hearted church.

Our Values

Contemplation. Action. Adventure. Kindness. Courage.

Purpose of the role and dimensions

To lead the Verger team in ensuring the smooth running of the day-to-day activities at St James's both in the church and across the wider site. To keep the site clean, orderly, secure and welcoming to all users. To maintain a high standard of liturgical practice.

The role reports to the Head of Estates and Operations. Liturgically the role reports to the Rector and Associate Rector of St James's. The Head Verger has line management responsibility for the three Vergers and responsibility for the contracted cleaning and security staff.

The Head Verger has a strong working relationship with all members of staff at St James's and in particular with the Rector, Associate Rector, Head of Estates and Operations, Outreach Projects and Partnership Manager, Head of Concert Event Programmer, Parish Administrator, Venue Hire Manager and Deputy Estates Manager.

Key duties and responsibilities including key results

The Head Verger to attend a monthly meeting with the Rector of St James's to discuss the upcoming month and any requirements for liturgical team training.

The Head Verger is expected to perform all aspects of the Verger's role (details below) whilst leading the team day-to-day, ensuring high standards of performance from each team member. The Head Verger to be contactable at all times when on duty.

The workload to be evenly distributed among the team and progress monitored to ensure morale is high. To encourage team members to develop their skills with the Head Verger being responsible for overseeing the training of new team members and to promote fair and good working practices. Verger to be contactable at all times when on duty.

Head Verger Administrative Aspects

- To draw up the monthly duty rota for the team.
- To draw up the monthly security rota to cover all church events. This involves input/agreement with Head of Concerts Event Programme, Venue Hire Manager as well as for all church services ensuring appropriate levels of security cover for all events and services.
- To draw up the monthly security cover for the required daily/weekly hours in support of general site safety. This involves input/agreement with Head of Estates and Operations.
- To chair team meetings, distribute minutes promptly and ensure actions are followed up from each meeting.
- To attend staff meetings, planning meetings for events, and line management with the Head of Estates and Operations and stakeholder meetings with the Rector as required.
- To administer the Church Diary with the Parish Administrator.
- To monitor the Head Verger email account and respond accordingly.

Head Verger Health and Safety

- To be responsible for the implementation of Health and Safety procedures across the site in conjunction with the Deputy Estates Manager (Head of Estates and Operations has overall responsibility) and to follow up on the areas requiring implementation as designated, such as stocking first aid kits, fire evacuation tests etc.
- To assist the Head of Estates and Operations in the implementation of risk assessments as per requirements and the follow up thereafter.
- To fulfil the role of Fire Warden for the church and site, ensuring the weekly testing of the fire alarm and giving training for staff.
- To log maintenance matters requiring attention and to update the maintenance list with the Deputy Estates Manager to present to Head of Estates and Operations.

The following are some of the tasks undertaken by the Verger team, including by the Head Verger:

Liturgical/Ecclesiastical

- To perform the role of Verger at services of worship on Sundays and throughout the week.
- To lead Morning Prayer on a rota.
- To prepare the church for services of worship and clearing away afterwards.
- To maintain church service registers including special service documentation.
- To care for the church furnishings, fittings, adornments and decorations.
- To handle and process cash donations following required procedures.
- To keep church noticeboards up-to-date both inside and outside the church as required.
- To operate the sound system and liaising with operators of live stream equipment as required.
- To wash and iron altar linen.
- To maintain church stocks of church guides, monthly calendars and other publications.

Maintenance and Cleaning

- To work closely with the Deputy Estates Manager to maintain tidiness and order across the site.
- To log maintenance matters requiring attention and updating the maintenance list with Deputy Estates Manager to present to Head of Estates and Operations.
- To undertake routine cleaning and clearing of the site with specific focus on the church and to empty courtyard bins, rectory ground floor and basement, curtilage, courtyard and garden.
- To monitor and liaise with service providers e.g. waste removal.
- To carry out or progress basic repairs and maintenance works as requested by Head of Estates and Operations.

Site Security

- To liaise with contract security guards to ensure safety and security across the site.
- To unlock and lock the site at the beginning and end respectively of each day, in accordance with procedure, and at times specified.
- To provide a calm informative and welcoming presence in the church.
- To deal both firmly and sensitively with people who are using the church or site inappropriately. To call officers of the law as appropriate.
- To control the issue and return of keys and to communicate necessary information to recipients of keys.

Health & Safety

- To act as designated first-aid person (training provided) and to ensure the first aid box is properly stocked and accessible.
- To deal proactively with all situations having health and safety implications within the guidelines provided.

- To undertake Fire Safety Training (site evacuations, fire extinguishers etc).

Rectory Duties

- To check the church diary daily for forthcoming events in order to plan support for these events.
- To answer the Reception door and telephone in the absence of the Parish Administrator.
- To receive deliveries and store goods received appropriately.
- To keep the Rectory ground-floor and basement tidy and to empty bins and sinks.
- To order cleaning materials.
- To put out daily service notices and cancelations as required.

Person specification

Essential Criteria unless otherwise stated

1. To be in sympathy with and proactively supportive of the ethos and values of St James's Church. (Refer www.sjp.org.uk for details.)
2. To have a strong understanding of the cycle of the church year and the liturgical practices that accompany it.
3. To be prepared to undertake safeguarding training - refer to www.sjp.org.uk/safeguarding/ for St James's Safeguarding Handbook
4. To have demonstrable experience of having worked constructively in leading teams as well as being able to work independently.
5. To be self-motivated and proactive, to be open and constructive in dealing with responsibilities.
6. To have excellent organisational skills with the ability to manage a variety of tasks and responsibilities.
7. To have excellent communication skills, including good written skills.
8. To have strong relationship building skills and the emotional intelligence; experience and ability to work with a wide range of people, at times in challenging circumstances.
9. To be computer literate and confident in administration.
10. To have knowledge of live streaming and the use of dual-camera video relay equipment would be advantageous.
11. To have practical skills in being able to handle various issues with common sense e.g. sound system, cleaning equipment and lights.
12. Previous experience as a Senior or Head Verger would be advantageous.

Equity, inclusion and diversity at St James's

It is important that we are representative of London's people and communities. We actively welcome applications from people currently under-represented in our staff and community including people with global majority heritage, people with lived experience of poverty and people who identify as LGBTQ+.

Safeguarding

St James's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

Employment details

Contract type: Employment contract - 6-month probation: full-time (5 days per week on a rota system)

Remuneration: £45,100 pa, 7.5% pension contribution by St James's with 0.5% contribution by the employee (25 days annual leave plus public holidays)

Working hours: 35 hours per week for 5 days per week (excluding an hour for lunch – rota system)

Application process

Please complete the application form – refer www.sjp.org.uk/jobs – and forward to Jane Gray, HR Advisor hr@sjp.org.uk by **midday Friday 23 May 2025**.

Interviews will be held on-site at St James's Piccadilly on **Friday 30 May 2025**. We are aiming for a start date as soon as possible.