

20<sup>th</sup> October 2025

## **JOB DESCRIPTION**

### **CHURCH PROFILE**

[www.sjp.org.uk](http://www.sjp.org.uk)

St James's Church draws together a diverse set of worship, events and social justice actions as part of its life as an Anglican parish church in central London. The Church is a landmark in the heart of the West End, with its distinctive red brick and Portland stone dressings and arched windows on the north and south walls flooding the interior with clear light. The Church is well-known locally and valued nationally for its work with some of society's most vulnerable people, and its inclusive and diverse cultural activities.

### **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.

## **1 JOB DETAILS**

|                |                                                                                                                                                                            |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title:     | Verger – casual                                                                                                                                                            |
| Hours of work: | Dependent on situation as to what hours are required e.g. full time Verger away on leave/sick leave - rota system of 7 working hours per day (excluding an hour for lunch) |
| Contract:      | Casual employment contract – fixed term for 12 months (further details on last page)                                                                                       |

## **2 JOB PURPOSE**

To service events taking place at St James's and keep the church and site of St James's, clean, tidy, safe, secure and welcoming for all users.

## **3 DIMENSIONS**

Line manager is the Head Verger - team of Vergers (3 f/t).

The Vergers have a strong working relationship with all members of staff and in particular with the Concert and Events Manager, Estates Manager, Deputy Estates Manager and Parish Administrator. The Vergers also work closely with volunteers e.g. Co-ordinators of different groups: Sunday Breakfast, Monday Night FEAST.

## **4 KEY RESULT AREAS**

### Site Security

- Unlocking and locking the site at the beginning and end respectively of each day, in accordance with procedure, and at the times specified.
- Providing a calm informative and welcoming presence in the church.
- Dealing firmly and sensitively with people who are using the church or site inappropriately. Calling officers of the law as appropriate.
- Issuing and receiving keys and communicating necessary information to recipients of keys.
- Working cohesively with contract security guards to ensure safety and security across the site.

### Liturgical/Ecclesiastical

- Performing the role of Verger at services of worship on Sundays and throughout the week.
- Leading Morning Prayer on a rota.
- Preparing the church for services of worship and clearing away afterwards.
- Maintaining church service registers including special service documentation.
- Care of church furnishings, fittings, adornments and decorations.
- Handling and processing of cash donations.

- Keeping church notice boards up-to-date as required.
- Operating the sound system and liaising with operators of live stream equipment as required.

### Maintenance and Cleaning

- Working closely with the Estates Manager / Deputy Estates Manager to maintain tidiness and order across the site.
- Logging maintenance matters requiring attention with the Estates Manager / Deputy Estates Manager.
- Routine cleaning and clearing of the site with specific focus on the church and emptying of courtyard bins.
- Monitoring of and liaison with service providers e.g. waste removal.

### Health & Safety

- Acting as designated first-aid person (training provided) and ensuring the first aid box is adequately stocked and accessible.
- Dealing proactively with all situations having health and safety implications within the guidelines provided.
- Fire Safety Training (site evacuations, Fire extinguishers etc.)

### Rectory Duties

- Monitoring and responding to emails to the vergers team.
- Checking the church diary daily for forthcoming events in order to plan support to these events.
- Answering the Reception door and telephone in the absence of the Parish Administrator.
- Deputising for the Head Verger, in their absence.
- Receiving deliveries and storing goods received appropriately.
- Keeping the rectory ground-floor and basement tidy and emptying bins and sinks.
- Ordering cleaning materials.
- Controlling the issue and return of keys.
- Putting out daily service notices and cancellations as required and maintaining Notice Boards inside and outside the church.

### General

- Whilst on duty, the Verger is to be contactable at all times via the radio. The Verger is to remain on site during the hours of duty unless asked to do otherwise.

#### Other

- To carry out any other reasonable instructions / tasks associated with the role.

### **5 PERSON SPECIFICATION - Essential requirements unless stated otherwise**

- To be in sympathy with and proactively support St James's Church mission, ethos and practice. (Refer [www.sjp.org.uk](http://www.sjp.org.uk) for details.)
- Prepared to undertake safeguarding training - refer to website concerning St James's safeguarding handbook <https://www.sjp.org.uk/safeguarding/>
- To have demonstrable experience of having worked constructively within teams as well as being able to work independently.
- To be self-motivated and proactive, being open and energetic in dealing with responsibilities.
- To have good communication skills and the ability to work with a wide range of people, at times in challenging circumstances.
- To be computer literate and confident in administration.
- To have practical skills in being able to handle various issues with common sense e.g. sound system, cleaning equipment and lights.
- Previous experience as a Verger would be advantageous.
- Knowledge of live streaming and the use of dual-camera video relay equipment would be advantageous.

### **Equity, Inclusion and Diversity at St James's**

It is important that we are representative of people and communities from across society. We actively welcome applications from people who are currently underrepresented in our community including people with global majority heritage, people with lived experience of poverty and people who identify as LGBTQ+.

St James's has a strong commitment to equity, inclusion and diversity, and is developing a community in which all can belong, all are valued, and all are welcome. Intersectionality is a key aspect of all aspects of life at St James's, and the congregation is on a journey of learning and action regarding the importance and the urgency of celebrating people's identities. We aim to

reflect this as much as possible in the staff team, congregation, and volunteer groups.

### **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.

## **6 TERMS OF APPOINTMENT**

**Title:** Casual Verger

**Employment contract:** fixed term for 12 months (with possibility of extension): casual role as dependent on requirements e.g. full time Verger away on annual leave/sick leave i.e. 7 working hours per day week (excluding an hour for lunch). Vergers working week is based on a rota system of 5 days per week i.e. 35 hours per week between Monday and Sunday.

**Remuneration:** £18 per hour (based on full time £32,760pa)

**Note:** Pre-appointment checks are required as part of the appointment.

## **7 APPLICATION PROCESS**

Please send full CV with a covering letter outlining your interest in the post and forward to Jane Gray, HR Advisor [hrjobs@sjp.org.uk](mailto:hrjobs@sjp.org.uk) by midday Monday 10 November 2025.

Role description on the website [www.sjp.org.uk/jobs](http://www.sjp.org.uk/jobs) Shortlisted candidates will be asked to fill in an application form in due course – includes referee details.

Interviews are planned for Tuesday 18 November 2025. Start date as soon as possible.