| **Holy Trinity Hounslow** Job Description – Midweek Verger | |
| --- | --- |
| **Job Description** | |
| Job Title: | Midweek Verger |
| Reports to: | **Andrea Miller / Christian Peter** |
| Basis: | Volunteering Role |
| **About the Role** | |
| Holy Trinity Hounslow is a busy, vibrant, multicultural and growing church in the heart of West London. Our vision is to be a home for nations where God’s love changes everything. This occurs through our various activities including church services, parish events, the Alpha course, social action projects, children, family, youth and community work.  The role involves contributing to the ministry of Holy Trinity Hounslow church by ensuring that the building is accessible, attractive, well-maintained and safe for all users. | |
| **Primary Responsibilities** | |
| **1. Ensure the church is a welcoming, clean and tidy, safe and accessible to all users**  **1.1 Access & Security**   * Ensure as far as possible that security is provided and unauthorised persons do not enter the premises. Assist Clergy & Staff Team where possible   **1.2 High standards of care and cleanliness**   * To work with the Admin team to ensure that whenever possible the rooms listed here are clean and tidy, free of clutter and set out as required prior to each group/activity. These include: Café, Worship Space, Breakout Space, Kitchens, Toilets, Corridors & Staircases, Parish Room, Children’s Room and Warehouse. * To work with Admin Team to ensure whenever possible a high standard of cleanliness and readiness for use by vacuuming, wiping clean surfaces, mopping (if required), picking up litter, replacing bin liners (including toilets) and by checking and topping up supplies in toilets and kitchens (toilet paper, hand soap, hand towels, antibacterial gels, gloves, washing up liquid, multipurpose cleaners, clean sponges and cloths).   **2. Working with the Staff Team to ensure a smooth running of the premises and facilities for weekdays and for third-party lettings**   * For all weekday duties proactively liaise with the Admin Team and/or PA regarding any special requirements. * Provide practical help to those who may be renting the building either on a regular or on an ad hoc basis. * Ensure kitchens and toilets are well stocked up and ready for use. Inform the PA and the Admin Team if any supplies are running low so orders can be made in good time. * Ensure Bibles in the main Worship Space (on window sills and on the balcony) are stacked properly and monitor condition and report to PA and/or office staff if replacement is required. * You will be required to provide verging support during events by prior agreement with the Vicar.   **3. Provide support to the Office Admin Team in maintaining the building and in implementation of good practises regarding Fire Safety, Health & Safety and any other external regulations**.   * Adhere to all fire safety and health and safety requirements. * Attend training as required. * Undertake any other duties that may reasonably be required of this post holder. | |

| Selection Criteria | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Person Specification** | | The successful candidate will have the following essential qualities and ideally the desirable. | | | | |
| **Essential Skills & Attributes** | | 1. A committed Christian faith demonstrated in practice and consistent with the values and vision of the church 2. Sufficiently fit with ability to lift, move and arrange equipment and furniture. 3. Good communication & relationship skills . 4. Experience of team working and handling unexpected situations as they arise. 5. Efficient, disciplined and orderly person with the ability to work calmly and efficiently under pressure. . 6. Excellent timekeeping skills; flexible if required. | | | | |
| Desirable Skills & Attributes | | 1. Familiarity with Fire Safety and Health & Safety and commercial cleaning practises | | | | |
| Special Requirements | | | | | | |
| **Work Pattern/Hours**  Flexible - 6 hours over Tuesday, Thursday & Fridays  **Probationary period**  There will be a 3 month probationary period.  **Eligibility to Work in the UK**  The post holder must be able to provide evidence of their eligibility to legally work in the UK prior to appointment and for the entire duration of employment. | | | | | | |
| Prepared by | | | | | | |

| Name: | Andrea Miller | | | Signature: |  | Date: |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title and/or Department: | | Parish Administrator | | | | | |