

ST PETER'S EATON SQUARE

Senior Verger & Premises Manager

Central London

£19k/annum

40 hours/week

Flexible paid overtime

1 bedroom flat

Start November 2018

An exciting opportunity for an enthusiastic team player to become an integral part of our vibrant, welcoming, and inclusive church.

Key roles include policy compliance officer, buildings security & maintenance officer, Parish Clerk and principal Sacristan.

Contact Olivia Reed at
admin@stpetereatonsquare.co.uk
for more information and to apply.

Closing date: 11th October 2018
St Peter's Church, 119 Eaton Square, London
SW1W 9AL

<http://www.stpetereatonsquare.co.uk>

The Parish of St Peter's Eaton Square

Job Description

Senior Verger & Premises Manager

The key roles of the post are:

- a) To act as the PCC's policy compliance officer
- b) To act as the PCC's building's security officer
- c) To act as the PCC's building's maintenance officer
- d) To act as the Parish Clerk
- e) To act as the principal Sacristan

Other roles, ancillary to these, are set out below. It is understood that various of the Senior Verger & Premises Manager's duties may be delegated to such Assistant Vergers as the PCC may occasionally retain, by agreement with the Vicar.

a) Policy Compliance

To oversee compliance of the building and building's use with Health & Safety and Fire Regulations policies agreed by the PCC, carrying out regular checks, recording these and ensuring that relevant equipment is serviced.

To act as the PCC's Fabric Officer, keeping the Terrier and Inventory up to date and reporting annually to the Annual Parochial Church Meeting.

b) Building Security

To open and close the churchyard and church daily as required, and to manage all arrangements that might be put in place to assist with this and ensure that they operate effectively. You will also be responsible for ensuring that adequate staffing arrangements are in place for the premises to be open and available for all agreed additional services and other bookings.

To maintain and check on security during regular hours of opening (Monday – Friday 09:00 – 17:00, except Wednesday 09:00 – 13:00).

To oversee the Church's keys and maintain, in collaboration with the Vicar, a register of keys and key holders. To ensure sidesmen have easy access to keys during services in case of emergency.

C: Building Maintenance

To manage the cleaner in the cleaning of the church building, and the groundsman in the maintenance of the church grounds, and to ensure that cover is provided when they are on holiday.

To order and receive all requisites for the cleaning and maintenance of the church building.

To undertake such additional cleaning and tidying of the church, sacristy and vestry, as is required.

To arrange for major repairs and maintenance work to be undertaken by outside services and maintenance agents, in consultation with the Vicar.

To undertake minor repairs and replacements in the church and ancillary premises.

To arrange the service and maintenance of equipment, services and utilities related to the church building as required.

To admit tradesmen, service and maintenance agents into the church grounds and church building.

To be available for and sign for deliveries to the church.

d) Parish Clerk

To prepare the weekly Service Register.

To prepare the Registers of Banns, Marriages, Baptism and Confirmations and ensure that they are kept up to date.

To prepare Certificates for Baptism.

To prepare the Marriage returns every quarter.

e) Sacristan

To prepare the church for all services.

To care for and lay out vestments and linen for the Eucharist on Sundays and weekdays, and to prepare the altar and vessels.

To keep the vessels used for public worship clean and in good order.

To serve at the weekday midday Eucharist, if required.

To be in attendance at all Sunday services (with the exception of 8.15 Holy Communion) and weekday services, including baptisms, funerals, weddings, blessings and memorial services, except during the day off and half day off.

A dress code may be required by the Vicar when attending services.

To order and receive all requisites for worship, forwarding the necessary receipts to the Book Keeper.

To liaise with the Administrator and Director of Music about the usage of the Church.

Additional regular duties are as follows:

Assistance with Rentals

To oversee the requirements of those who let the church and parish rooms as required, laying out furniture needed and returning it to store. To ensure that the premises let are clean and in good order for the next letting.

To hand out, check on return and put back parish equipment as required.

To work with the Parish Administrator to actively promote the letting of parking spaces in the Churchyard. To liaise with the Groundsman and Parish Administrator over the availability of parking spaces, and to collect cash payments from the Groundsman and pass them to the Parish Office.

To accompany other employees or representatives of the parish to the bank as and when required.

And

To be the first point of contact for all who enter the Church.

To attend the weekly staff meeting with the clergy and lay colleagues.

To attend all PCC meetings and meetings of appropriate committees - approximately 12 evening meetings per year.

To order and receive catering supplies for special church services and events.

To liaise closely at all times with the clergy and consult as required.

Person Specification

Experience, knowledge, training and qualifications

Essential

Understanding of the Church of England's liturgy and seasons.

Computer literacy and good written and spoken English.

Desirable

Experience of work as a Verger or Sacristan. Experience of building maintenance.

Aptitudes and abilities

Essential

The ability to work as part of a team and take the initiative when required. To be comfortable working with different groups and types of people. To have a range of skills from computing to DIY.

Desirable

Appropriate physical fitness for a job which requires physical activity and the use of stairs. The ability to work calmly under pressure.

Personal attributes

A positive, helpful attitude; self motivation; a welcoming, friendly manner.

St Peter's Eaton Square

Terms & Conditions of Employment

Senior Verger & Premises Manager

1. Hours of work

The Senior Verger & Premises Manager will need to be flexible in the hours of work. The earliest they will be needed to work is 7.45am. They will *not* be required to work more than 40 hours in any week. Occasional Saturday, and regular Sunday working is expected. The post holder will be entitled to two days off a week: ordinarily, Saturday and Wednesday from 1pm will comprise part of this entitlement.

2. Remuneration

A salary of £19,000 per annum will be paid and will be reviewed annually. The Parish will pay up to £20 per month to cover the basic mobile phone package. The mobile phone must be charged and switched on at all times when on duty, on and off site.

Hours worked in excess of 40 hours per week will be paid at the rate of £10.50 per hour or, if mutually agreed, time off in lieu may be taken. Overtime will only be paid if authorised by the Vicar prior to the hours worked.

3. Holidays

The Senior Verger & Premises Manager shall be entitled to 4 weeks holiday with pay per calendar year, plus additional days in lieu of necessary working on any public holidays.

Leave arrangements must be agreed with the Vicar, not less than two weeks in advance.

Attendance will be required on specific Holy Days throughout the year. These will, most likely, be the evening of Christmas Eve (10pm – 1.30am) and on Christmas Day morning (7.45am – 1pm), the evenings of Ash Wednesday, Ascension Day, Corpus Christi, All Souls, Maundy Thursday and as required on Good Friday. It is desirable that the Parish Administrator and Premises Manager are not on leave at the same time.

If the Senior Verger & Premises Manager is away, s/he must ensure that adequate is in place.

4. Pension

We offer a workplace pension scheme.

5. Accommodation

You will be granted an Assured Shorthold Tenancy of Flat 4, St Peter's House, 119 Eaton Square, London, SW1W 9AL during the term of your employment at a rent of £100 per month given the requirement for you to be regularly on call out of working hours.

6. Sick pay

Payment of salary in full will be paid for the first 6 weeks in total in any calendar year, thereafter half pay for 6 weeks, after which employment may be terminated.

7. Termination of employment

This agreement can be terminated by three months' notice on either side. In the event of a major breach of the provisions of the agreement or of the Senior Verger & Premises Manager committing a serious misdemeanour, employment may be terminated forthwith by notice in writing.

8. Other information

- a) The person appointed must operate within the parish's established Safeguarding Policy.
- b) Smoking or the use of illegal substances is not permitted on site.
- c) The drinking of alcohol whilst on duty is not permitted.

St Peter's Eaton Square

Application form for employment

Please complete this form in full supplemented by additional sheets if necessary. **CVs will not be accepted.**

All personal data supplied to us on this form, which is subsequently processed on computer or by other means is subject to the provisions of the Data Protection Act 1998.

Position applied for:	
Where did you see this job advertised?	

Personal details

Title:	Surname:
First names: (for official purposes)	Previous surname:
Preferred name: (you wish to be known as):	
Current address:	
County:	Postcode:
Date moved to this address DD/MM/YY	Home telephone no:
Email:	Mobile no:
Do you require permission to work in the UK? Yes / No (delete as appropriate) If 'Yes', please give details:	

Employment (if applicable)

Name of current/last employer:	
Start date:	End date:
Title/description of your current job and key responsibilities:	

Current/Final Salary:
What period of notice are you required to give to your current employer?
Reason for wishing to leave:

Previous employment

Please list your full employment history and explain any breaks and how this time was spent. Add rows or continue on a separate sheet if necessary.

Start date	End date	Job title and key responsibilities	Name of employer	Reason for leaving

Education & Qualifications

Date gained	Subject	Qualification & grade	Awarding institution

Training

Date	Topic covered	Training provider

Professional membership/registration

Issuing body	Registration gained	Date gained	Expiry date

Suitability

Please assess yourself against the requirement of the 'Person Specification', giving examples of how you meet the defined criteria. Ensure you are concise and to the point. You may continue on to one additional sheet if necessary.

At the same time I agree to inform the parish immediately if any such investigation should be initiated. This includes issues, which may lead to an investigation and/or have any bearing on my suitability to this post? *Yes / No

*Delete as appropriate

If you have answered 'Yes' to any of the above questions please give details on a separate sheet. Any information received will remain confidential and will be considered only in relation to your application for this post.

Please read and sign:

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that if any of the information I have given is found to be false or misleading, the PCC can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.

I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.

Signed.....

Date.....

General Data Protection Regulations – Consent for Job Applicants

In May 2018 the law changed about how companies record, store and use individuals' personal data. Currently the Data Protection act covers how this is managed, but this new GDPR law means we have to change some of our working practices.

We need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your employment application.

The data we wish to obtain and hold (a range of examples provided, but not limited to):

Type of data	Why we wish to hold it	
<p>1. Recruitment data</p> <p>Previous employers.</p> <p>Types of job held at other companies.</p> <p>Previous salaries.</p> <p>Skills and qualifications obtained.</p>	<p>This will allow us to make a decision on your suitability for employment/engagement.</p> <p>It will help us to decide which dept. you may be most suitable in.</p>	<p>Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months.</p> <p>If a job offer is made a more comprehensive GDPR consent form will be issued.</p>
<p>2. Ethnic monitoring data</p> <p>Data relating to your racial origin, religion, gender, sexual orientation, etc that are classed as protected characteristics under the Equality Act 2010</p>	<p>We use this data to understand the ethnic make-up of our workforce and job applicants and it allows us to inform our recruitment process if we believe we do not have the correct diversity</p>	<p>This data will be kept for the duration of this round of applications and will be anonymised and stored for 4 years afterwards.</p>

Agreement to use my data

I hereby freely give my prospective employer, St Peter's Eaton Square, consent to use and process my personal data relating to my job application (examples of which are listed above).

In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

I understand the Data Controller for our Company is Olivia Reed and I can contact them directly if I have any questions or concerns. Their e-mail address is admin@stpetereatonsquare.co.uk

I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name:

Signature:

Date: