

Verger - SAINT

REPORTING TO: Director of Finance & Operations

WORKING HOURS: Sunday to Thursday, 35 hours per week

SALARY: Dependent on Experience. Job-related accommodation (the Verger Flat) is provided as part of the remuneration package.

BASED IN: Hackney Church, East London, also covering St Leonard's, St Barnabas Homerton and St Luke's Homerton.

SAINT is a fast-growing and diverse church meeting across multiple East London locations, with a vision to bring hope to the people of East London in Jesus' name. SAINT is part of the Church of England. We are on a mission to see thousands of people of all ages connect with Jesus in the years ahead and build a meaningful and hope-filled expression of the local church that will serve the community in a healthy way.

We are seeking a warm, capable and practically-minded Verger to care for our buildings and grounds, based at Hackney Church and also covering St Leonard's, St Barnabas Homerton, and St Luke's Homerton. This is a varied and hands-on role at the heart of SAINT's life: no two weeks look quite the same, and the successful candidate will move easily between weekday maintenance, Sunday set-up, contractor liaison and the day-to-day running of a busy, well-used site. It is also a role of real trust and responsibility, since the post-holder lives on-site and is relied upon to keep our buildings safe, secure and ready for whatever the week brings, from a quiet weekday prayer meeting to a full Sunday gathering.

As an essential part of the role, and to support the security and availability of the site, the post-holder is required to live on-site in the Verger Flat at Hackney Church. In return, we offer accommodation as part of a competitive package, alongside the opportunity to be part of a lively, growing church family. The right candidate will be proactive and self-motivated, comfortable working independently, and able to build good working relationships with contractors, hirers, staff and congregation members alike. A UK driving licence is preferred, given the multi-site nature of the role.

Key Responsibilities

Weekly Maintenance

- Keeping each site clean, tidy and presentable throughout the week, including managing any additional on-site rubbish and waste collection.
- Supporting the Facilities Manager in the day-to-day administration of cleaner contracts and schedules, and keeping on top of stock levels and ordering of consumables such as waste bags and cleaning supplies, so that every site is always well-stocked and ready for use.
- Maintaining the upkeep of gardens and outdoor spaces, keeping grounds looking cared for.

Sundays

- Setting out and packing away chairs and furniture ahead of and following each service, ensuring spaces are ready to welcome the congregation.
- Opening up each site in good time before services and events, and locking up securely afterwards.
- Tidying and cleaning spaces both before and after services, so that each site is left in excellent order.
- Resetting chairs and layouts for events and Sundays, clearing cupboards and storage areas, and keeping spaces well organised throughout.

- Ordering and stocking supplies for the Sunday cafe and other parish events, ensuring everything needed is on hand and well presented.

Buildings

- Being on-site to receive deliveries and orders, and to give contractors access to carry out their work.
- Carrying out minor repairs to buildings and equipment as they arise, keeping sites in good working order between contractor visits.
- Flagging and booking contractors to carry out major repairs, working closely with, and under the direction of, the Facilities Manager to plan and deliver this work.
- Reading meters accurately and reporting readings to finance in a timely manner.
- Building strong working relationships with hirers, including regular tenants, ensuring their use of our spaces runs smoothly and professionally.

Site Security

- Living on-site in the Verger Flat at Hackney Church, as an essential part of the role, providing a continual presence that supports the security and availability of the site.
- Taking responsibility for the daily locking and unlocking of Hackney Church and Hackney Church House, ensuring both buildings are properly secured outside of hours of use.
- Managing day-to-day car parking arrangements at Hackney Church, ensuring the site is used fairly and efficiently by staff, hirers and visitors.
- Acting as the first point of contact for site security issues out of hours, and responding to emergencies as they arise to protect the safety of people and premises.
- Conducting regular site safety checks and monitoring for potential health and safety hazards, escalating any concerns promptly to the Facilities Manager.

Requirements

- Practical DIY skills, with the physical ability to carry out manual handling, lifting and moving furniture, and general maintenance tasks safely.
- A flexible and good-natured attitude to work, with the adaptability and comfort needed to operate well in a high-change environment.
- A good sense of humour, and a genuine commitment to pray.
- Safeguarding: conditional offers of employment will be made pending the successful completion of an enhanced DBS check, which will be processed by SAINT.

Work Expectations

- Must attend SAINT on a Sunday, as an active part of church life.
- Must attend Staff Meetings on Tuesday.
- A 6 month probationary period will apply to the role.
- SAINT makes an employer contribution to Pension.
- Annual leave entitlement of [X] days per year (plus public holidays), to be confirmed.
- This post has an occupational requirement to be a practising Christian in accordance with Schedule 9, Part 1 of the Equality Act 2010, due to the nature and context of the role.