

JOB DESCRIPTION: Verger

REPORTING TO: Director of Finance & Operations

SALARY: In the region of £30,000 per annum, dependent on experience

WORKING HOURS: Sunday to Thursday, 35 hours per week

JOB SUMMARY

SAINT is a fast-growing and diverse church meeting across multiple East London locations, with the vision of bringing 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 multi-location Verger who will oversee the buildings of St Leonard's Shoreditch, St Barnabas Homerton, and St Luke's Hackney. This role is vital in ensuring that each site is well maintained, safe, and fully prepared for all ministries and events. The successful candidate will be able to build and maintain professional relationships with contractors, and work closely with location pastors to ensure that every space is ready for use by a variety of ministries. We are looking for a proactive, self-motivated individual, and a UK driving licence is preferred.

KEY RESPONSIBILITIES

Weekly maintenance

- Managing any additional on site rubbish
- Managing cleaner contracts, schedules, stock management and ordering necessary items- waste bags etc..
- Upkeep of gardens alongside any congregational Gardening Team

Sundays

- Setting out and packing up chairs
- Opening up and locking up
- Tidying up and cleaning up pre and post services
- Resetting chairs for events and Sundays, clearing cupboards, organizing areas
- Ordering supplies for Sunday cafe and other parish events and stocking appropriately

Buildings

- On-site to receive orders and give contractors access
- Carrying out minor repairs to buildings and equipment
- Booking contractors to carry out major repairs in conjunction with the Head of Facilities
- Reading meters and reporting to finance
- Relational management with hirers including regular tenants

WORK EXPECTATIONS

- Must attend SAINT on a Sunday
- Must attend Staff Meetings Tuesday
- 6 month probationary period
- Employer contribution to Pension
- 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.