

Midweek Verger

St Thomas' Newcastle
Diocese of Newcastle



Role overview

The Midweek Verger is a part-time role (12 hours per week) combining responsibilities as a verger, caretaker, and cleaner. The role involves preparing and maintaining the church building for weekday activities, managing operational tasks, and handling basic property maintenance with support from the Operations Team. Duties include cleaning, setting up event spaces, liaising with contractors, and monitoring building systems.

Position

Key relationship with the Church Wardens, Church Leaders and Operations Administrator.

Working hours

The Midweek Verger will work 12 hours per week. Indicative hours:

- 4 hours on Monday
- 4 Hours on Wednesday
- 4 hours on Thursday

Extra hours may be available on an occasional basis in accordance with additional events and bookings.

Salary

The salary for a full-time appointment is £25,350 per annum, pro rata for part-time appointments (i.e. £8,112 per annum for a 12-hour week).

Scope of the role

This part-time role combines the responsibilities of a verger, caretaker and cleaner. The Midweek Verger will support the team at St Thomas' by preparing the church building for weekday activities, as well as maintaining the property and conducting operational tasks with support from the Operations Team. The additional support from this individual will help the church continue to operate efficiently in line with the growth in our number of weekly events.

Duties and responsibilities

Cleaning and housekeeping

- Ensure the building is prepared to be used for regular weekly events, including Sunday services, Student Night, Youth Night, Tiny T's Toddler Group etc.
- Clean and restock all toilets and tidy and clean kitchen areas.
- Mop floors, vacuum the premises, and empty bins as and when needed.
- Monitor stock levels and report low levels to the Operations Administrator for re-ordering.
- Ensure the external appearance of the church is up to a good standard.

Operational responsibilities

- When required, open the church for special events and bookings, be on hand during events, and lock up once finished.
- Charge the Ring doorbells as needed.
- Manage washing machine and dishwasher operations.
- Set up chair layouts in the church building for events as requested.
- Ensure storage areas of the church are kept tidy.

Property maintenance

- With training, test and maintain the fire alarm and intruder alarm systems at St Thomas'.
- With training, monitor the working condition of the church boiler system.
- With support from the Operations Team, liaise with contractors for planned building maintenance.
- Report any faults or issues (e.g. lights, broken equipment etc.).
- Record energy meter readings and pass the information on to the relevant person at St Thomas'.

Person Specification

Criteria

Essential

Desirable

Qualifications and Knowledge

- Sympathetic to the values, aims and objectives of St Thomas' Newcastle.
- Able to demonstrate an understanding of church structures and organisation.

- A good understanding of safeguarding and health & safety.

Skills and Gifts

- Able to solve problems, take initiative and be decisive in decision making.
- A team player who can follow direction as well as lead.

Christian Faith

- Uphold the Christian ethos and support the vision and values of St Thomas' in all aspects of ministry and mission.

Experience

- Cleaning experience.
- Experience of property management or maintenance.

Personal Qualities

- Approachable, personable, dependable and self-motivated.

Terms of Employment

Working Environment

St Thomas' is developing a team that works in the power of the Holy Spirit to reach the goals and targets that God gives us. The Staff Team work and rest hard in a way that recognises that it is God who helps us deliver all that we do.

Pension Contributions

Employees will be automatically enrolled in the Church Workers Pension Fund (CWPF) Pension Builder Classic Scheme. The employer contributes a sum equivalent to 10% of the gross basic salary as an employer contribution to the Scheme. This is a non-contributory Scheme and employees may voluntarily contribute to the Scheme if they wish to do so. Employees have a right to opt out of the Scheme after enrolment.

Hours of Duty

The post is offered on a part-time basis (working 12 hours per week).. Extra hours may be available on an occasional basis for additional events which will be paid at a rate equivalent to the normal hourly rate of pay.

Annual Leave

The leave year runs from 1st September to 31st August. Full-time staff receive 25 days paid leave per leave year exclusive of 8 public holidays and 4 additional holidays approved by the Operations Director (pro-rata for part-time appointments).

Contract

The employer is the Newcastle Diocesan Board of Finance. The post is subject to a three-month probationary period.

How to Apply

- Applications are to be made through Pathways (cofepathways.org/members/modules/job/detail.php?record=8201).
- The closing date for the receipt of applications is **Monday 3 March**.
- Interviews will be held on **Monday 10 March**.
- For an informal conversation about the role please contact the team at **info@stthomas.church**.