

# Job Description



<b>Service Area:</b>	Commercial Services
<b>Job Title:</b>	Civil Ceremony Assistant
<b>Responsible to:</b>	Culture Officer
<b>Our Culture &amp; Values:</b>	All job roles at Rochford District Council require the post-holder to be flexible and proactive in their approach. Being customer focused and willing to maximise your potential at work are expected. We all work together to achieve the very best for our residents which sometimes means getting involved in projects and trying new tasks outside of your day to day job role. We love our staff to suggest new ideas and to have enthusiasm to try out new experiences.

## Main Responsibilities

- Coordinate and manage civil ceremonies at weekends and/or on Public Holidays (as one of a number of Civil Ceremony Assistants who manage the civil ceremonies out of office hours and on an as required basis).
- Civil Ceremony Assistants will be required to attend ceremonies on an ad hoc basis in the event of the Leisure team staff being unavailable.
- Ceremonies will be allocated in advance on an as required basis by the Culture Officer, taking into account personal circumstances, holidays, etc.
- Supervise the setting up and setting down of the Windmill for civil ceremonies, including moving tables and chairs.
- Assist clients, guests and registrars as required during the ceremony.
- Host Windmill ceremony viewings and answer questions regarding the process as required.
- Ensure that all aspects of health and safety are maintained at all times.
- Ensure that the Windmill and its surroundings are clean and presentable at all times.
- Travel to and from the Windmill as bookings and viewings require.
- Liaise with Line Manager and feedback following ceremonies.
- Undertake training, as suggested by Rochford District Council, to improve self-development and current provision.
- Attend meetings as required by Rochford District Council.
- Any other duties as required of the post.



## Corporate Responsibilities

- To observe all of the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council's Safeguarding Policy.
- To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health and Safety at Work, etc. Act 1974 and the Council's Health and Safety Policy and procedures.
- To support the Council's Equalities & Diversity Policies.
- All staff may on occasions be required to support the Council to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the post holder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.
- To contribute to project work arising from the Business Plan and to undertake any other reasonable duties as may be required from time to time by the Line Manager/Leadership Team.

## Review

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the relevant Assistant Director in the light of those changing requirements and in consultation with the post holder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

Signed (Postholder):

Dated:



## Personal Specification

<b>Post</b>	<b>Civil Ceremony Assistant</b>
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### Essential Requirements

#### Knowledge and Skills

1. Excellent communicator
2. Knowledge and understanding of Health & Safety
3. Good organisational skills
4. Understands the importance of equality and diversity and can apply this in the work place

#### Experience

5. Communicating with groups of people

#### Ability

6. Able to travel to and from venue
7. Able to work weekends and evenings
8. Tactful and diplomatic
9. Able to problem solve
10. Able to prioritise work appropriately
11. Able to work to deadlines and work under pressure
12. Flexible, pro-active and adaptable
13. Effective team working; sharing ownership of the Civil Ceremony Assistant goals and workload
14. Commitment to maximising potential and continuous improvement of self and of service
15. Able to contribute positive suggestions and willing to take forward
16. Able to establish and maintain effective relationships with people at all level
17. Able to demonstrate a commitment to customer service



## Desirable Requirements

### Qualifications

1. Undertaken training in respect of health and safety and first aid
2. Undertaken customer care training

### Experience

3. Professional experience of the Civil Ceremony process