

WESTON-SUPER-MARE TOWN COUNCIL

JOB DESCRIPTION

Post:	Macebearer
Hours:	Casual – as required by the civic events calendar
Grade:	JG3 SCP 5-6 £21,575-£21,968 pro rata Hourly rate £11.18 ph
Responsible to:	Civic & Committee Officer
Responsible for:	Mayor's Cadet
Location:	Weston-super-Mare

Introduction:

The Mace is the emblem of the power, authority and dignity of the Mayor and the office of Macebearer has a long history. This officer carries the mace before the Mayor and is responsible for protecting the Mayor.

Purpose of Job:

To carry the ceremonial Mace, lead and command ceremonial processions at Civic events of the Town Council.

To undertake various duties, as required, in order to assist the Town Mayor of Weston-super-Mare Town Council to perform their duties, responsible for Civic Regalia before, during and after functions, adhering to civic protocol and leading Mayoral Processions.

Specific Responsibilities:

To act as Macebearer ensuring that civic processions are correctly ordered and to lead such processions, carrying the Mace.

- To support the Mayor at all civic functions held within the town at the discretion of the Mayor.
- To support the Mayor as requested at all functions that the Mayor attends outside the Town at the discretion of the Mayor.
- To accompany the Mayor and if necessary announce the Mayor at events if required.
- To introduce guests as required at civic events.
- To be responsible for collecting the civic regalia from Grove House and replacing the same after any function which the Mayor attends when wearing the civic regalia.
- To act as a marshall for civic parades/processions.
- To acquaint himself/herself with the necessary ceremonial procedures for civic events.
- To fully brief invited guests VIPS & dignitaries on protocols and procedures at civic events.
- To ensure that the Mayor's Cadet is fully briefed when attending civic events.
- To wear the necessary uniform provided by the Council at ceremonial events.

- To maintain the necessary uniform provided by the Council at ceremonial functions and liaise with the Civic Officer regarding repair cleaning and refurbishment of the Mace Bearer's Uniform.
- To attend fully-robed meetings of the Council.
- To act as Toast Master at any organised civic or social function organised by the Mayor or Council as and when required.
- To be responsible for the safety of all the Mayoral regalia and robes and to assist the Mayor in all aspects of civic functions including dressing on all civic and ceremonial occasions as required.
- To liaise with the Mayor's Civic Officer prior to and during and after all civic events.
- To attend all planning & briefing meetings held in preparation for civic events.
- To promote a culture within the team which is supportive of the Council's purpose, aims and principles, and take all reasonable steps to maintain good employee relations

General:

- Ensuring that systems and processes comply with Council Policy and Procedures.
- Complying with the Council's Equal Opportunities & Health & Safety Policies at all times.
- Promote equality of opportunity in service delivery in all aspects of the role in line with corporate policies, training and procedures.
- Participate fully in promoting a safety culture to protect the safety and health of yourself, colleagues and others involving Council activities.
- Undergoing such training as shall be identified by the Committee & Office Manager.
- Undertake any such other duties appropriate to the post as reasonably requested by the Committee & Office Manager.
- Assist with the Council's civic and community program as and when required.