

# WESTON-SUPER-MARE TOWN COUNCIL

## PERSON SPECIFICATION

**Post:** Macebearer

It is essential that post holder has the following skills, knowledge and attributes:

- Excellent leadership and command skills.
- Excellent interpersonal skills.
- Confident in dealing with people at all levels (to include officers, councillors and dignitaries).
- Ability to remain calm under pressure.
- Ability to carry the Mace, walking and standing.

**Skills and Knowledge and Attributes: The following are highly desirable:**

- Good general knowledge of the Weston-super-Mare area.
- Knowledge and understanding of civic traditions and protocols.
- Needs to be able to adapt and be flexible in approach in the event of last-minute changes during events.
- Flexible availability and a willingness to work unsocial hours including late finish times, plus evening and weekend work.
- The ability to work on own initiative and as part of a team.
- Good verbal communication and customer service skills.
- Good standard of written communication skills, to receive and respond to written instructions and to keep written records if required.
- A willingness to accept changes of personality and style as a new Mayor is appointed each year.

**Personal Attributes:**

- A smart and professional appearance.
- An approachable and enthusiastic disposition.
- A 'can-do' attitude and willingness to be flexible.
- To possess a professional manner and personal resilience.

**Desirable:**

- Previous experience working in public services roles.
- Working knowledge of civic protocols.
- Previous experience in public speaking.

**Other Factors:**

- A basic uniform of trousers, jacket, hat and white gloves will be provided and maintained by the Town Council, with the applicant providing his/her own conventional white shirt, black tie, black leather type shoes and black socks.
- This post requires an Enhanced DBS Check to be completed (arranged by the council).

**Equal Opportunities: (Essential)**

- Be able to demonstrate a commitment to the principles of equality and diversity and be able to carry out duties in accordance with those policies.