

CHIPPENHAM TOWN COUNCIL

POST OF DEPUTY MACEBEARER

The role of the Macebearer is to attend (protect) the Town Mayor during Civic and Ceremonial occasions. The Town Council holds several ceremonies during the week and at weekends which can be attended by the Mayor, Town Councillors, invited dignitaries, Chief Executive of the Town Council, and both members of the community and the public.

The current Civic and Ceremonial events for municipal year 2024/25 that the Town Council organises are listed below:

Mayor's Investiture	22 May
Chippenham Pride	15 June
Armed Forces Day	29 June
Civic Sunday	14 July
Merchant Navy Day	3 September
Armistice Day	11 November
Remembrance Sunday	10 November
Commonwealth Day	10 March

The Town Council is looking to appoint a Deputy Macebearer whose main responsibility will be attending the above events during which you will assist Town Council officers in the smooth running of the event, which can include but not limited to; welcoming guests, introducing them to the Mayor and escorting them around the building, and in the absence of the Macebearer, carry the Mace, wear the ceremonial robes of office and escort the Mayor. This role does involve long periods of standing during the event.

Prospective candidates should be honest, trustworthy, possess a sense of civic pride, and have excellent customer service skills with the ability to deal with a range of people in a professional and courteous manner. We will arrange for you to become a Member of the Guild of Macebearers. In addition, to thank you for your contribution you will be paid an honorarium of £150 per annum.

If the role of Deputy Macebearer interests you, please explain on no more than one page of A4 why you think you would be suitable and why you would like the role. We also ask you supply the details of two references in your application.

Please send your application to in an email to recruitment@chippenham.gov.uk or write to the Democratic and Civic Officer, Chippenham Town Council, Town Hall, High Street, Chippenham, Wiltshire, SN15 3ER.

If you have any questions about applying / the role, please contact the Democratic and Civic Officer, Michael Weeks on 01249 446699.

The closing date for receipt of applications is Friday 31st May 2024, although we may close this early if a suitable candidate is appointed.

Chippenham Town Council aims to be an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender or marital status.