

Yeovil Town Council



JOB DESCRIPTION

Job Title:	Mace Bearer
Grade:	SCP 2 - 4 £11.62 - £12.01 per hour (Additional hours and mileage will be paid as appropriate)
Other Benefits:	Uniform Membership to the Guild of Mace Bearers
Hours of Work:	Approx 4 hours per month
Responsible to:	Chief Executive / Town Clerk

Main Purpose of the Job

To support the Mayor at Civic and other functions and to safeguard the Civic Regalia.

Summary of Responsibilities and Duties of the Job

1. To accompany the Mayor to both civic and other functions as required;
2. To assist in entertaining guests at such functions, including serving refreshments;
3. To attend the full Council Meetings (6 per year); call the meetings to order upon arrival of the Mayor; and to attend other meetings as required;
4. To safeguard the Civic Regalia and keep it in a satisfactory condition at all times;
5. To keep a timesheet of hours of duty on a monthly basis; and
6. Any other appropriate duties or responsibilities, as required by the Mayor or the Town Clerk.

External and Internal Contacts

The Mayor, Councillors, members of staff, partner agencies, allotment tenants and members of the public.

Face to face, telephone, written and electronic communication.

Working Environment

Based at Town House but will regularly be required to work at any location within the Town and occasionally outside the Town.

Health and Safety at Work

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

Equal Opportunities

Yeovil Town Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

January 2023