

# Yeovil Town Council



## JOB SPECIFICATION

### Mace Bearer

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS, EXPERIENCE &amp; KNOWLEDGE</b>		<ul style="list-style-type: none"><li>• An understanding of the Role of Mace Bearer</li><li>• An understanding of the Council's Civic Guide</li></ul>
<b>SKILLS</b>	<ul style="list-style-type: none"><li>• Full driver's licence</li></ul>	<ul style="list-style-type: none"><li>• Use of e-mail and telephone</li></ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"><li>• Good timekeeping</li><li>• Smart appearance</li><li>• Wear a uniform (this will be provided)</li><li>• Compliance to the Council's civic protocols</li><li>• Positive and diplomatic approach</li><li>• To be available (with notice) during the day, evening, weekend and public holidays</li><li>• Good interpersonal skills to interact with a wide range of people including members of the public, councillors and dignitaries</li><li>• Confident, courteous, reliable, friendly personality and approachable</li></ul>	
<b>OTHER REQUIREMENTS</b>		<ul style="list-style-type: none"><li>• Use of a car</li></ul>

January 2023