

***** PRESS RELEASE *****



Chard Town Council Vacancy for Mace Bearer

Purpose

To attend civic and ceremonial events and to carry out the duties of Mace Bearer when required to do so.

Background

The post upholds a long tradition of civic pride and dignity and this should be reflected in the personality and appearance of the Mace Bearer whose duties will require a strong sense of duty, together with tact and courtesy.

Duties

The post holder plays a key role in the ceremonial activities of the Council including call to order certain meetings of Council to stand as the Mayor is brought into the council chamber, supporting the Mayor and carrying the ceremonial Mace at events where full mayoral ceremonial robes are worn. In addition, hosting or taking part in visits to schools and other organisations to provide talks on the history of the mayoralty, its importance to the Town and to positively promote the function.

This role is to attend engagements and support and advise the Mayor, help them put on the ceremonial robes and assist with keeping the chains of office and mace secure.

Additional Information

You will be expected to deal with matters ensuring compliance with the Council's civic protocols. It is important that you can demonstrate a positive and, at times, diplomatic approach. You should preferably have experience of either delivering presentations or talks to groups of people or the public.

The post holder will be required to wear a uniform whilst on duty and to maintain a smart and clean appearance. An ability to work with a wide range of people including members of the public, councillors and dignitaries courteously and respectfully is essential.

The successful applicant will need to be enthusiastic, willing to learn and able to work in a flexible manner. The post requires the ability to be available unsocial hours including evenings, weekends and public holidays. You will need good communication and interpersonal skills and be able to work with authoritative supervision.

A small honorarium is offered alongside membership of the Guild of Mace Bearers and Ceremonial Robes are supplied.

Chard Town Council invites written submissions from candidates who consider they have the necessary qualities and skills to carry out this role and feel they would be suitable to be the Council's appointed Mace Bearer. Details of two referees should also be included with the written application but will only be followed up if an offer of appointment is made. The closing date for applications is Friday 2nd October 2020 and interviews will be held during the evening of Monday 12th from 6.00pm.

Chard Town Council welcomes applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

For further information and to apply please contact Town Clerk, Chard Town Council, The Guildhall, Fore Street, Chard, TA20 1PP

Tel: 01460 239567

Email: townclerk@chard.gov.uk