

## **BEXHILL-ON-SEA TOWN COUNCIL**

### **DRAFT JOB DESCRIPTION TOWN CRIER FOR DISCUSSION**

#### **1. The Town Crier Duties:**

The main duty of the Town Crier is, by prior agreement with the Town Clerk, to accompany the Mayor or Deputy Mayor to an event and make announcements.

The Town Crier must not attend any event in the Bexhill-on-Sea Town Crier costume without the prior consent of the Town Clerk's Office.

The Town Crier may be asked to: -

- Call people to attention
- Announce the Mayor or Deputy Mayor or other dignitaries as directed by the Town Clerk
- Make a Town or Event Announcement or Declaration
- Thank people for their attendance or support
- Pose for photographs for press and media coverage

#### **2. Remuneration**

The position is unpaid. The Town Crier will be expected to sign an agreement to meet Council expectations in terms of conduct and behaviour and to comply with relevant Council Policies (in the same way that staff or other volunteers do). This will include a requirement to refrain from making any political or contentious comments whilst on duty and never to speak on behalf of the Town Council, Mayor or Deputy Mayor or to give the impression that this is the case.

A bespoke costume is to be made for the successful candidate. The council requires that the Town Crier will commit to undertake the role for a minimum of two years. The Town Crier will be expected to make arrangements for cleaning of the costume, the pre-agreed cost being claimed back by way of expenses.

The Town Crier may also claim reasonable expenses (e.g. parking/travel) for attending events. This must be agreed by the Town Clerk's Office.

The maximum expenses that will be refunded in any one financial year is £300.

#### **3. Skills and attributes**

- Loud, clear and easily understood voice
- Confidence and self-assurance

- Ability and willingness to follow instructions
- Ability to read announcements
- Physically able to wear heavy costume for long periods, sometimes in hot or chilly conditions (e.g. at fetes or events)
- Ability to interact easily with all types of people with a friendly personality
- Flexibility to attend events at evenings and weekends

DRAFT