



BEXHILL-ON-SEA TOWN COUNCIL

JOB DESCRIPTION: TOWN MACE BEARER

1. The Town Crier Duties

- 1.1 To support the Mayoralty, acting as escort when requested to do so and to carry the town mace.
- 1.2 To Promote Bexhill-on-Sea locally and further afield if deemed appropriate and beneficial.
- 1.3 To support local organisations and charities, where the Mayor may wish you to do so, by your attendance at functions and activities.
- 1.4 To open events and new businesses if requested to do so by the Mayor.
- 1.5 To give talks if able to do so, on the role of the Town Mace Bearer.
- 1.6 Other duties at the discretion of the Town Clerk.
- 1.7 The Town Mace Bearer may also be asked to pose for photographs for press and media coverage

2. Remuneration

- 2.1 The position is paid an allowance of £750 per annum to cover all costs and functions attended.
- 2.2 The Town Mace Bearer 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.
- 2.3 A bespoke costume is provided to the successful candidate(s).
- 2.4 The council requires that the Town Mace Bearer will commit to undertake the role for a minimum of two years.
- 2.5 The Town Mace Bearer will be expected to make arrangements for the cleaning and maintenance of the costume.

3. Essential Skills

There are no formal qualifications to taking on the role of Town Mace Bearer however membership of the Guild of Mace Bearers is recommended.

4. Desirable Skills

- 4.1 Professional demeanour.
- 4.2 Ability and willingness to follow instructions.
- 4.3 Friendly and confident.
- 4.4 Politically sensitive to the needs of the council.
- 4.5 Able to interact easily with all types, levels, and ages of people
- 4.6 The Town Mace Bearer will be expected to develop a good understanding of Bexhill, its history, culture and business and to promote them accordingly.
- 4.7 Flexibility to attend events at evenings and weekends