|  |  |
| --- | --- |
| **Casual civil ceremonies celebrant**  **SALARY GRADE: HBC4** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – Keeping great service delivery at the heart of everything we do * Personal Growth – Learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job This role involves undertaking duties in relation to civil and religious marriages and civil partnerships in the Register office, approved premises and registered buildings. Also providing comprehensive advice to customers to promote informed customer choice, with due regard to legislation and the Councils policies and officiating at other non-statutory ceremonies throughout the borough and opening and securely locking the Civic building for ceremonies when required | |
| More specific responsibilities include:   * Accurately recording all details required by law for the registration of marriage and civil partnerships, so that the Council meets its statutory obligations * Conducting ceremonies in the Register Office and other venues * Maintaining an accurate record of all fees taken in relation to your duties * Responsibility for the safe keeping and return of marriage or civil partnership schedules or marriage documents * Receiving and responding to customer enquiries, ensuring that issues are addressed efficiently within the statutory timescales * Undertaking certificate searches, preparing and supplying certified and commemorative certificates as required * Fully participating in training and undertaking technical assessments * Providing general administrative support and reception cover * Arranging furniture as required to ensure that the ceremony room is appropriately set out and suitably tidy * Meeting and greeting guests in a courteous manner alongside directing suppliers such as photographers etc. * Directing guests as appropriate, having regard for accessibility needs, health and safety matters and assisting with fire and safety evacuations * Liaising with caretaking personnel as required with regard to deactivating alarms, unlocking/opening, closing/locking and reactivating alarms when required * Undertaking any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job | |
| About You | |
| You will have three GCSE’s at Grade C or above or other qualifications of an equivalent standard  In addition you will have:   * Team working experience * Interpersonal skills in dealing with Senior Officers and members of the public * Good oral and written communication skills * A strong customer/client focus to provide a high quality sensitive and professional service * Neat legible handwriting and attention to details * Financial/numeracy skills in regards to fee handling and the ability to produce accurate and clear accounts * The ability to work on a casual basis, subject to the needs of the Service, and be regularly available to work Friday, Saturday, Sunday and Bank holidays as required. Occasional working may be required Monday to Thursday * The ability to travel within the Borough during unsociable hours * As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.   The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
|  | |  |
|  | |  | |
|  | |