



Seaford Town Council



Civic Officer*

Job Description - November 2021

* Also known as Mayor's Secretary, should you wish to use this in practice.

Responsible to: Assistant Town Clerk
Hours: 12 hours per week
Grade: SCP 10-14

1. Job Purpose

You will take on day-to-day responsibility for all of the Town Council's Civic Offices activities.

2. Areas of Day-to-Day Responsibility

Mayoral Office Support

Young Mayoral Office Support

Civic Events

Civic Office Duties

3. Line Management

3.1 There is no line management responsibility with this post.

3.2 You will report directly to the Assistant Town Clerk.

4. Specific Responsibilities

Mayoral Office Support

4.1 Acting as secretary to the Mayor of Seaford and Deputy Mayor;

4.2 Dealing with function invites for the Mayor (or Deputy Mayor in their absence) and preparations for functions being attended, ensuring the Mayor's diary is kept up to date.

4.3 Assisting the Mayor with preparations for attendance at other Town Council events such as Remembrance Day, Armed Forces Day and Sussex Day; this will include helping with speeches or special arrangements, where required.

4.4 Liaising with the Mayor's chosen charities.

4.5 Assisting the Mayor with preparations for the Annual Town Forum, including the Mayor's Awards and Don Mabey Award processes.

Young Mayoral Office Support

4.6 Dealing with function invites for the Young Mayor and Deputy Young Mayor and preparations for the functions being attended.

4.7 Assisting the Young Mayor with activities, events or fundraising being carried out during their time in office.

- 4.8 Responsible for co-ordinating and working with the Young Mayor, Mayor and local schools to hold annual elections within schools for the next Deputy Young Mayor.
- 4.9 Liaising with the Young Mayor's chosen charities.
- 4.10 At all times considering the safeguarding of the Young Mayor and Deputy Young Mayor as minors and parental/guardian permission is sought where required.
- 4.11 Assisting the Young Mayor with preparations for the Annual Town Forum, including the Young Mayor's Awards process.

Civic Events

- 4.12 Organising Civic events throughout the Municipal Year such as the Mayor's Civic Service, Carol Service and other events that individual Mayors and/or Young Mayors wish to hold during their term in the Mayoral office.
- 4.13 Where possible, attending the Civic events or if unable to attend, ensuring officer presence will be there.

Civic Office Duties

- 4.14 Ensuring Civic Protocol is met and upheld.
- 4.15 Day-to-day responsibility for checking the Council's web pages that are assigned to this role and ensuring they are kept up to date and relevant.
- 4.16 Day-to-day responsibility for checking the Civic social media pages and ensuring they are kept up to date and relevant by the Mayor and Young Mayor.
- 4.17 Updating the Council Chambers honours board and mayoral photos as required.
- 4.18 Managing the record-keeping of the Civic office, including the Civic list.
- 4.19 Ensuring that arrangements are made to photograph civic activities and events and that these are filed and recorded appropriately.
- 4.20 Writing and/or circulating press releases and communications/publicity relating to the activities of the Civic office.
- 4.21 Assisting with the Freedom of the Town process, if this is requested.
- 4.22 To undertake any relevant training within the role.
- 4.23 To undertake any other duties as required consistent with the level and scope of the post.

Continuity Planning

- 4.24 In the absence of the Administration Assistant, to work with the Projects & Facilities Assistant to provide short term cover for general incoming enquiries to the Council.