



HERTFORD TOWN COUNCIL

JOB DESCRIPTION

TITLE: MAYOR'S SECRETARY
GRADE: SCALE POINTS 6-15+OLW + 5% LOYALTY BONUS AFTER 3 YEARS
HOURS: 18.5 HOURS PER WEEK
LOCATION: THE CASTLE, HERTFORD
RESPONSIBLE TO: CIVIC ADMINISTRATION MANAGER

JOB PURPOSE

- To act as secretary to the Mayor of Hertford
- To organise Civic and Mayoral events
- To promote the role and activities of the Mayor

MAIN DUTIES:

- To be the first point of contact for anyone seeking to contact the Mayor.
- To receive and respond to the Mayor's invitations and correspondence, in close liaison with the Mayor.
- To maintain the Mayor's diary and keep a record of engagements to be undertaken by the Mayor and the Deputy Mayor.
- To manage the social media accounts for the Mayor.
- To organise and administer civic events. Duties to include sending correspondence, maintaining the calendar of Civic events, timely event planning, ensuring contractors are booked and providing the services as ordered.
- To assist in the preparation of promotional and marketing materials to pro-actively publicise Civic events in good time.
- To work with external partners to facilitate their Civic events at Hertford Castle, such as Armed Forces Day.
- To organise fund-raising events to raise money for the Mayor's chosen charities.
- To attend and assist at Civic events. Duties to include setting up, checking other organisations and contractors have provided services as ordered, greeting attendees and key stakeholders, clearing away and locking up at the end of the event.

- To ensure insurance, legal, health and safety obligations are adhered to at Civic events and risk management procedures are in place and followed.
- To accompany the Mayor at other events when required, to provide general assistance and support.
- In conjunction with the Sergeants at Mace to arrange for transport and secure keeping of the regalia as required. To undertake administration of all civic regalia matters, including monitoring use, booking items out and in, ordering replacements, organising repairs, maintenance and cleaning.
- To administer the Mayor's Allowance budget and other Civic Expenses budgets.
- Be aware of the Council's commitment to sustainability and inclusivity in line with its published objectives.
- To provide support and holiday cover for other Town Council staff (for example covering receptionist duties and /or venue hire).
- Any other duties as required.