



HERTFORD TOWN COUNCIL

TERMS & CONDITIONS – STAVE BEARER

Job Title: Stave Bearer

Location: Hertford Town Council, Hertford Castle (and travel to other locations as requested).

Reports to: Civic Administration Manager

Liases with: Town Clerk, Civic Administration Manager, Finance Manager, Mayors Secretary and Councillors.

Hours: Casual basis to attend the Mayor /Deputy Mayor at certain Civic functions when required.

Job Summary/Purpose: To attend upon the Mayor (or Mayor's representative) at large Civic functions and be responsible for the safe transport and keeping of Regalia.

Payment: An attendance amount is paid for the five main civic engagements, those being Mayor Making, Silent Ceremony, Civic Service at All Saints Church in May, Remembrance Day Service and White Gloves Ceremony and any additional agreed Civic events.

Main Duties and Responsibilities:

1. To attend the Mayor/Deputy Mayor on the engagements and accompany the Mayor at Civic Functions. These include but not be limited to:
 - Mayor-Making (Annual Town Council) meeting - 3rd Thursday in May
 - Silent Ceremony – Friday after Mayor Making
 - Mayors Civic Service (including civic parade to/from Church) – May
 - Remembrance Day Parade – Sunday in November following Remembrance Day
 - White Gloves Ceremony – Richard Hale School – December
2. To follow instructions from the Mace Bearer as the most senior member of the Sergeants at Mace.
3. To follow instructions from the Mayoral Office.
4. To ensure that the Mayor's Badge and Chain, including robes/accessories, all Civic Regalia and Councillors Robes are kept safe at all times and properly maintained. Any damage should be reported by email to the Civic Administration Manager as soon as possible.
5. Attendance at other events if available:
 - e.g. Civic Services – approximately 4 per annum
 - To escort the Mayor at the Christmas Gala

Conditions of Employment:

1. The post holder would need to have a clean driving license and be willing to use their own car or be able to travel to the locations by public transport if required.
2. The appointment is available on a Casual hours basis.
3. Working hours are led by the Mayoral schedule and the postholder will be expected to work evenings and weekends to meet the Mayor's commitment schedule.
4. Fuel/ travel expenses can be claimed back whilst carrying out civic functions or attending approved events. No other expenses will be paid.
5. The appointment will be subject to satisfactory completion of a six months probationary period.
6. A uniform will be provided when engaged on official duties, which will remain the property of the Town Council.
7. The Post holder will be required to agree times of attendance and hours of duty with the Mayors Secretary and/or Civic Administration Manager.
8. The post holder will be expected to abide by all policies of the Council including those detailed in the staff handbook.
9. Hertford Town Council is committed to the support and wellbeing of its staff, Councillors and volunteers and has signed up to the Civility & Respect Pledge. All employees should be treated with civility and respect in their roles and all Officers and Councillors must abide by the Councils Code of Conduct.
10. The Civic Administration Manager is responsible for the recruitment of new SAMs in consultation with the Mace Bearer.

Health and Safety

The post holder is reminded that they have a statutory duty to observe all Health and Safety regulations whilst engaged in activities for the Town Council and is to take all reasonable care to promote their own health and safety and of all others.